# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Nursery Assistant (Qualified)

# DEPARTMENT: Nursery

# LOCATION:Wadhurst CE Primary School

# GRADE: [East Sussex Single Status grade 3](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: Nursery Supervisor

# Purpose of the Role:

To work effectively as part of the Nursery team, providing a stimulating and caring environment for pre-school children. To support team members to provide a high standard of care and education.

# Key tasks:

1. Plan, prepare and participate in a range of activities that promote each child’s physical, intellectual and emotional needs to enable each child to reach their full potential.
2. Implement activities which encourage linguistic and social interaction between the children and their carers.
3. Be a key worker for a group of children by observing, monitoring and recording each individual’s development. To support unqualified nursery assistants in the implementation and evaluation of children’s planning and progress.
4. Attend parents evenings/open days as required.
5. Communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills.
6. Promote the philosophy of ‘learning through play’.
7. Support children in acquiring self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
8. Attend staff and team meetings as appropriate.
9. Help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
10. Be aware of and comply with the Nursery’s Child Protection Policy, Confidentiality Procedures and other Nursery Policies.
11. Keep up to date with developments in childcare through regular training as appropriate.
12. Maintain records and documentation that comply with statutory requirements, and to support unqualified nursery assistants with the completion of such documents.
13. Ensure that everyone is treated as individuals with respect and full consideration, in line with the Nursery Equal Opportunities Policy.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Ability to follow instructions or work on own initiative as necessary
* Ability to communicate effectively with parents, carers and other professionals
* Able to converse at ease with customer and provide advice in accurate spoken English
* Ability to keep accurate records
* Ability to implement high health and safety standards
* Ability to work effectively as part of a team
* Ability to establish positive relationships with children
 |

# Essential education and qualifications.

|  |
| --- |
| These criteria will be evidenced via certificates, or at interview |
| * NVQ 2/3 in Childcare and Education or relevant equivalent qualification
 |

# Desirable education and qualifications.

|  |
| --- |
| These criteria will be evidenced via certificates, or at interview |
| * Evidence of further recent and relevant training or qualifications
* Qualified in Paediatric First Aid
 |

# Essential knowledge

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Working knowledge of the Children Act 1989 and current legislation
* An understanding of children’s development
* An understanding of Birth to Three Matters and the Foundation Stage curriculum
 |

# Essential experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Experience of working with children
 |

# Desirable experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Experience of working in a childcare setting
 |

# Other essential criteria

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * A commitment to giving children and families the opportunity to reach their full potential
* A commitment to Equal Opportunities
* Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
* A commitment to continuing professional development.
 |

**Date (drawn up): November 2009**

**Name of Officer(s) drawing up person specifications: JM**

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | Yes |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes |