



## Job Description

---

**Job title:** Early Years Assistant  
**Reports to:** Nursery Manager  
**Location:** The Hundred of Hoo - Nursery

### Job Purpose

- To be responsible for delivering exceptional care and education for children whilst undertaking a formal qualification in childcare. As an Assistant you will work alongside a team to ensure the nursery is compliant in all areas.
- To support the children's development in partnership with parents, offering contributions to observations and planning for next steps. As an Assistant you will work alongside the nursery team to build strong partnerships with parents/carers and other professionals. You will also be expected to play an active part in creating a stimulating environment for each child's individual needs.

### Responsibilities:

- Support and promote diversity and equality
- Ensure you work as part of a team to provide the best possible opportunities for children and that you share ideas and feedback to create consistency within the room.
- Demonstrate a proactive approach using your initiative and showing resilience to take responsibility for getting things done
- Work collaboratively, demonstrating appropriate behaviour and expectations
- Work in partnership with parents/ carers and other professionals
- Demonstrate and ensure good practice and compliance with the revised EYFS Framework through adherence to the Hundred of Hoo Nursery's policies and procedures
- Understand the importance of keeping everyone safe and the part you play
- Meeting the individual dietary, health, comfort and care needs of each individual child
- Have a child centred approach, ensuring the activities on offer meet the children's needs and are age appropriate
- Contribute to children's records through observations.
- Attend staff meetings and training sessions
- Work alongside your assessor including attending all training required for completion of the formal qualification
- Have ability to manage own time to complete required coursework in the given timeframe
- Drive own development through active participation in appraisals, one to ones and requesting supervisions where required

### Experience Desirable:

- Experience in any role, which includes face to face work directly with children, paid or voluntary
- Experience working with babies either in a professional home base or early years provision

### Qualifications Essential:

- Level 3 Early Years qualification
- Demonstrate good numeracy and literacy skills

### Personal Attributes

- Friendly
- Flexible approach to work with a positive attitude.
- Punctual
- Enthusiastic
- Well organised
- Good attention to detail
- Well-spoken and presentable

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.