



Job Description

Job Title: Nursery Assistant

Line Manager: Nursery Manager/Trust EYFS Manager

Responsible to: Headteacher

Specific Responsibilities

- 1) To ensure the environment, resources and experiences offered to the children are of a high quality.
- 2) To ensure that all children attending the nursery receive rich and stimulating experience appropriate to their age and stage of development
- 3) To meet pupils' hygiene and personal care needs, including changing nappies.
- 4) To be a key worker and carry out key worker responsibilities.
- 5) To contribute to the planning of provision to ensure all child's needs are met.
- 6) To support partnerships with Parents/Carers

General Responsibilities

- 1) To fulfil the requirements of the Teaching Assistant's Standards;
- 2) To attend meetings, as required by the Headteacher and/or EYS Leading Practitioner
- 3) To understand and comply with a range of policies and procedures including child protection, health & safety in order to maintain a safe and secure learning environment.
- 4) To attend any course or school-based CPD to develop knowledge, skills and attributes to make a contribution in meeting the nursery targets.
- 5) Keep a record of personal development e.g. monitoring feedback, CPD evaluations etc
- 6) To participate in the School's Appraisal System.
- 7) To engage in the induction process for new pupils to ensure they feel welcome and valued
- 8) To engage in the induction process for new members of staff to ensure they feel welcome and valued.

This job description describes, in general terms, the normal duties which the post holder is expected to undertake. However, the job description or the duties contained therein may be amended from time to time without changing the level of responsibility associated with this post.

Signed:
Nursery Assistant

Date:

Signed:
Headteacher

Date: