

Nursery Assistant - Job Description

Respect, Compassion, Community, Perseverance, Aspiration, Independence

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Hours: 13 hours per week (8.30am to 3.30pm 2 days per week (Tuesday & Friday), Term Time only + INSET days)

Salary: KS C £25,252 FTE This equates to £7,596.46 pro rata based on actual hours

PURPOSE OF JOB

To work with the whole staff team to provide a safe, caring and stimulating environment for children within the Nursery provision. Working with and supporting colleagues to enhance children's education and social development with special attention being paid to fostering positive behaviour. Also work closely with parents and carers to increase involvement in children's education and ensuring that, as a team member, the Nursery setting meets required standards as outlined by the Ofsted Early Years Directorate.

Main duties and responsibilities:

The duties of an Early Years Practitioner (NVQ Level 3) include:

1. Planning and providing a caring and stimulating environment that is appropriate for individual children and enables them to reach their full potential.
2. Acting as a key person to a group of children.
3. Assisting to developing strategies to include parents/carers in the raising of children's achievements.
4. Working within the Children Act and local guidelines and standards.
5. Establishing and maintaining positive relationships with children and their families in a way that values parental involvement.
6. Observing and assessing children's development and keeping accurate records through online learning journals.
7. Providing a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
8. Working effectively as part of a team using initiatives, sharing information and being flexible whenever necessary.
9. Working within the agreed framework of policies and procedures within the Nursery.
10. To be flexible within working practices of nursery. Be prepared to support where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack, cleansing of equipment, putting out bins, laundry, etc. Also flexibility with regards to working in different rooms as and when required to ensure effective operation of the nursery.
11. Work alongside the Nursery Teacher and nursery team to ensure that the vision, philosophy and objectives of the nursery are fulfilled, adhering to our Wellbeing and Culture Charter.
12. To respect and maintain confidentiality in relation to children, families, staff and the nursery.
13. Ensuring that Child Protection policies and procedures are adhered to at all times.
14. Undertaking First Aid training and food hygiene training as required.
15. Participating in supervision and staff development processes in support of personal development.
16. Undertaking training as appropriate to meet any changes in standards or appropriate legal requirements.

17. Acting as an ambassador for the nursery and school as a whole and maintaining a positive image of its aims and objectives.
18. Being familiar with and complying with the Nursery's policy on health, safety & welfare (as set out in the Health and Safety at Work Act 1974), bringing to the attention of senior staff, and health and safety requirements which become obvious. In the event of any immediate danger to take appropriate action to reduce risk of physical danger to children, parents, visitors or staff.
19. Undertaking any other responsibilities as may be deemed necessary at the direction of their Nursery Manager, Early Years Leader, Deputy Headteacher or Head of School.
20. All staff are expected to be punctual and ready to start as their contracted hour's state.
21. All mobile phone must be left in bags and stored out of the setting (area provided) and may be accessed during lunch breaks or at the manager's discretion.
22. It is staff's responsibility to check daily what their tasks are for that day.
23. There may be times that staff will be expected to attend whole school staff meetings and training outside of contacted hours. Sufficient amount of notice will be given in order to accommodate personal needs.

Qualifications Required: NVQ Level 3