



JOB DESCRIPTION – Nursery Assistant, Childcare Centre

TITLE:
Nursery Assistant

GRADE:
Kent Scheme A

HOURS:
30hrs per week

REPORTS TO:
Childcare Centre Manager

MAIN PURPOSE OF THE JOB

- To support the whole staff team to provide a safe, caring and stimulating environment for children
- To work with and support colleagues to enhance children's education and social development with special attention being paid to fostering positive behaviour.
- Attend to childrens' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the senior nursery staff as appropriate

SUMMARY OF RESPONSIBILITIES AND DUTIES

PRINCIPAL ACCOUNTABILITIES

- Undertake day to day nursery duties to ensure high standards of care and education are maintained.
- Adhere to the childcare centre's policies and procedures to ensure that high standards are maintained within the Centre.
- Establish informal relationships with parents / carers of the children to ensure they are engaged in the child's education and development.
- Contribute to partnership working with childcare centre staff to ensure that the children have access to appropriate activities to support their physical, emotional, social and intellectual development whilst being aware of families' ethnic, cultural and linguistic development.
- Support the work of the Childcare Centre Manager and Nursery Nurse in providing a suitable curriculum that enables children to achieve their early learning goals.
- With other staff, contribute to the planning, observation and assessment procedures to ensure children's progress is satisfactory.
- Maintain a recording system for individual children, which enables effective storage and retrieval of information which can be shared with parents and other professionals and agencies, being aware of the confidentiality of the information contained therein.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to the Supervisor to ensure children's wellbeing.

SUPPORT FOR THE TRUST

- Be aware of confidential issues linked to home/child/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos/ aims of the childcare centre
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of children
- Attend and participate in staff and group meetings which involve planning for teaching and learning
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise children on visits, trips and out of school activities as required

PERSONAL AND PROFESSIONAL CONDUCT

- Maintain high standards of ethics and behaviour, within and outside the childcare centre
- Have proper and professional regard for the ethos, policies and practices of the childcare centre, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the community, respecting individual differences and cultural diversity

EQUALITIES

- Ensure implementation and promotion in employment and service delivery of the Trust's equal opportunities policies and statutory responsibilities.

SCOPE FOR IMPACT

Nursery staff make a strong contribution to children's learning and achievement and provide important support to the Childcare Centre Manager

The post holder will share the responsibility for creating a stimulating environment (e.g. by setting up displays and activity corners) to enhance the children's social, education and development.

Nursery Assistants will be expected to undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development and keep up to date with National Standards in order to ensure that all children in the Nursery are cared for appropriately.

JOB CONTEXT

Nursery Assistants will be expected to work effectively with individual children and/or small groups under the direction and supervision of the Manager. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and behaviour management. Nursery Assistants would also be expected to work as part of the childcare centre team and contribute to plans to ensure the centre meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the Supervisor.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate children and provide feedback to other professionals and parents as required.

