

JOB DESCRIPTION FOR VALE VIEW NURSERY ASSISTANT

Name

Job Title Nursery Assistant

Line Manager EYFS Trust Lead

Responsible to; Headteacher

Date: July 2026

To support the delivery of high-quality care and education for children within the Nursery, ensuring that every child is safe, happy and able to thrive. The Nursery Assistant will work as part of the Nursery team to provide a nurturing, stimulating and inclusive environment in accordance with the Early Years Foundation Stage (EYFS) statutory framework, school policies and safeguarding requirements.

Specific Responsibilities

1. Support the planning and delivery of engaging, play-based learning experiences in line with the EYFS curriculum.
2. Encourage children's curiosity, independence, confidence and resilience through high-quality interactions.
3. Observe children's learning and contribute to assessment records as directed, sharing with parents through the app.
4. Support children's development in the Prime Areas to ensure they are ready for the transition to school.
5. Promote positive behaviour through consistent routines and nurturing relationships.
6. Support children with additional needs, adapting provision where appropriate.
7. Ensure the environment, resources and experiences offered to children are of a high quality.
8. Meet the pupils' hygiene and personal care needs, including changing nappies and promoting oral health.
9. Carry out the responsibilities associated with the role of being a key person.
10. Supervise children during meal times, snack times, and oral hygiene sessions.
11. Engage in and support play during indoor and outdoor learning.
12. Develop positive and professional relationships with parents and carers.

General Responsibilities

1. Safeguard and promote the welfare of all children at all times.
2. Follow the school's safeguarding and child protection procedures and report concerns immediately to the Designated Safeguarding Lead.
3. Support children's health, safety and wellbeing throughout the nursery day.
4. Work collaboratively with teachers, nursery practitioners and other school staff.

5. Attend staff meetings, training and professional development as required.
6. Contribute to the smooth day-to-day running of the Nursery.
7. Promote the school's vision, values and ethos.
8. Follow all school policies and procedures.
9. To participate in the School's Appraisal System.
10. Engage in the induction process for new pupils and 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)

Signed.....(EYFS Leading Practitioner)

Date.....