



NURSERY ASSISTANT

PART TIME

ANNUAL FULL TIME SALARY:
£14,423 - £17,178 PER ANNUM
(DEPENDING ON QUALIFICATIONS &
EXPERIENCE, SALARY WILL BE PAID PRO
RATA)

**30 HOURS PER WEEK
(MONDAY – FRIDAY 8AM – 2PM)**

TERM TIME ONLY

TO START: SEPT 2019

NURSERY ASSISTANT

St Michael's Prep School is a co-educational day school with 440 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

Are you looking for a new challenge? Working in our purpose built Pre-Prep building you will be working as part of a dynamic team providing the best care and the most wonderful play experiences for our nursery children. We are looking for an organised, creative individual who loves enabling the children to access all areas of learning through play. The successful candidate will have an interest in how learning builds into success for transition into Kindergarten/Reception. Our Pre-Prep staff are committed to giving our children the best start in their education.

You will be expected to help plan and lead activities, working as part of the team and encouraging our 2 to 3 year olds to 'have a go'. You will also take initiative when you see that tasks need to be done, help serve lunches, and of course wipe noses!

Please complete an application form (non-teaching) downloadable from our website, vacancies page. Please submit your application form with a covering letter including details of the skills, qualities and experience you have, and why you would like to apply for this position to: Kim d'Albertanson at recruitment@stmichaels.kent.sch.uk.

APPLICATION DEADLINE: 9am Tuesday 7th May 2019

INTERVIEW DATE: Week Commencing 13th May 2019

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.



JOB DESCRIPTION: NURSERY ASSISTANT

RESPONSIBLE TO:

- Head of Nursery
- Head of Pre-Prep
- Deputy Head of Pre-Prep
- The Head
- Governing Body

JOB PURPOSE

- To develop and maintain the outstanding provision of St Michael's Nursery. Ensuring the smooth day to day running of the Nursery and offering support and care to children and their families.
- To ensure the well-being, happiness and success of each child in an Early Years setting.
- Promote children's independence and self-esteem through enabling their success.
- Work with and support the Pre-Prep staff in all aspects of the school life.

KEY RESPONSIBILITIES

- Contribute to and ensure the development, planning, implementation and evaluation of an appropriate play/care curriculum which meets the needs of children and their families.
- Prepare materials to support children with their learning.
- Act as a key worker for a specific group of children
- Carry out intimate care duties (changing nappies as required and to assist with toilet training)
- Feedback to colleagues and parents all achievements and any areas of concern appertaining to the child.
- Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs.
- Maintain displays of children's work in and around the classroom areas.
- Ensure that all aspects of regulation and are guidance are met and that school policies and procedures are followed.
- Take an active role in the safeguarding of children at Pre-Prep at all times.
- Take part in regular team meetings.
- Work with parents and other professionals to ensure appropriate care and support for individual children.
- Ensure the health, safety and wellbeing of children attending St Michael's through the application of risk assessments, fire drills and health and safety procedures.
- Maintain accurate records on the children in your care.
- Participate in ongoing training and development.
- Be aware of issues of confidentiality & GDPR.



- Maintain a positive ethos within the Pre-Prep and employ positive behaviour management strategies as appropriate.
- Maintain effective and appropriate communication with colleagues, parents and children
- Develop and maintain a range of resources appropriate to children's ages and stages of development.
- Maintain high standards of food hygiene at all times.

OTHER DUTIES

The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

PERSON SPECIFICATION

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate
- good at using their initiative
- able to implement policies and carry out related paperwork tasks

Our nursery assistants need to have:

- a warm and encouraging manner
- relevant Early Years qualifications NVQ3 or equivalent experience
- strong literacy and numeracy skills (GCSE Grade C or above in English and Maths)
- experience of working with Early Years children
- the ability to form and maintain suitable relationships and personal boundaries with children
- the ability to instil confidence in parents about the care of their children
- use specialist curricular knowledge to support all children's learning
- a respect for the confidential nature of the post
- imagination, creativity and lots of energy
- energy, patience and initiative
- an enhanced disclosure via the DBS (which the school would facilitate)
- a sense of humour



It is desirable for our nursery assistants to have:

- Level 1 Safeguarding Training
- First Aid / Paediatric First Aid Certificate
- Food Hygiene Level 1 Qualification