

**Nursery Assistant - Job Description**

Responsible to the Head of School

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.

**Qualifications Required: NVQ Level 3**

**PURPOSE OF JOB**

To work with the whole staff team to provide a safe, caring and stimulating environment for children within the Nursery provision.

To work with and support colleagues to enhance children’s education and social development with special attention being paid to fostering positive behaviour.

To work closely with parents and carers to increase involvement in children’s education.

Ensure that, as a team member, the facility meets required standards as laid down by the Ofsted Early Years Directorate.

Main duties and responsibilities (Accountabilities):

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 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 Planning and preparing exciting play opportunities that meet the children’s development needs and stimulates their learning. This is to include completing and evaluating task sheets for activities etc.

6 Establishing and maintaining positive relationships with children and their families in a way that values parental involvement.

7 Observing and assessing children’s development and keeping accurate records of their development which is updated monthly and that are relevant.

8 Providing a service that respects children’s life experiences and celebrates diversity in terms of language, culture, ability, race and religion.

9 Working effectively as part of a team using initiatives, sharing information and being flexible whenever necessary. 10 Working within the agreed framework of policies and procedures within the Nursery.

11 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.

12 Work alongside the Manager and staff team to ensure that the vision, philosophy and objectives of the nursery are fulfilled.

13 To respect and maintain confidentiality in relation to children, families, staff and the nursery.

14 Ensuring that Child Protection policies and procedures are adhered to at all times.

15 Undertaking First Aid training and food hygiene training as required.

16 Being responsible for Nursery resources and reporting loss/damage or low stocks to the Early Years Leader.

17 Carrying out duties and responsibilities of the post with regard to the Equal Opportunities Policy.

18 Attending and participating in staff meetings and planning and development days.

19 Participating in supervision and staff development processes in support of personal development.

20 Helping and supporting students/volunteers on placement.

21 Undertaking training as appropriate to meet any changes in standards or appropriate legal requirements or what is deemed necessary by the management.

22 ‘Acting up’ in the absence of the Nursery Manager if appropriate.

23 Acting as an ambassador for the nursery and school as a whole and maintaining a positive image of its aims and objectives.

24 Being responsible for the proper use of equipment, furnishings and provisions required in the course of activities in accordance with the Health and Safety & EEC Directives.

25 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.

26 Undertaking any other responsibilities as may be deemed necessary at the direction of their Nursery Manager, Early Years Leader, Deputy Headteacher, Head of School or Executive Headteacher.

27 All staff are expected to be punctual and ready to start as their contracted hour’s state.

28 All mobile phone must be left in bags and stored away (area provided) and may be accessed during lunch breaks or at the manager’s discretion.

29. It is staff’s responsibility to check daily what their tasks are for that day.

30 Projects/tasks must be prepared and handed to the Nursery Manager at least 24 hours before the activity is due to commence.

31 There may be times that Staff WILL be expected to attend whole school staff meetings and training outside of contacted hours.

Post holder………………………………………………………………. Date………………….

Head of School ……………………………………………………………. Date …………………

Review Date: