**Job Description**

**Title:** Nursery Assistant

**Responsible to:** EYFS Leader,Head Teacher

**Hours/Weeks:** 39 weeks per annum (term time), full time 32.5 hours per week

**Main purpose of the job:**

To assist the Nursery team to provide high quality care and learning opportunities for children aged 2-4 years. The position shares with all other staff positions a general purpose which is:

**Principal Duties and Responsibilities:**

**Support for Children’s Learning**

To provide high quality, child-centred care and education.

To participate in planning in order to provide a range of activities designed to meet the individual and communal needs and interests of the children.

To act as a keyperson for a group of children.

To assist with the long and short-term Educational planning and the delivery of activities.

To supervise and encourage positive, safe behaviour for children.

To build positive relationships with children by acting as a role model and providing a warm, caring environment.

To conduct regular observations on children and assist in completing developmental records.

**Support for the Learning Environment**

To retrieve, sort and display children’s work and other relevant material to provide a pleasant physical environment that promotes the ethos of the setting.

To ensure the premises remain clean, tidy, safe and secure.

To complete daily room checks and participate in the review of risk assessments.

**Care and Support for children**

To assist children with personal, social hygiene and care.

To identify and report concerns regarding children’s development and progress.

To assist in the devising and implementation of Individual Education Plans.

To promote and engage in effective, positive communication with children, colleagues, staff and parents.

**General Accountabilities**

To comply with the Health & Safety policy and good practices.

To promote safe working practices.

To participate in regular staff meetings/events and training.

To adhere to the School’s Policies and Procedures.

To maintain and complete nursery paperwork (medicine checks, accident forms etc).

To support the Nursery Team with the implementation of a qualitative assurance scheme and participate in relevant meetings.

To undertake such other duties as are required and commensurate with the post.