APPRENTICE NURSERY ASSISTANT

ST MARY’S CE (VA) PRIMARY SCHOOL AND NURSERY

JOB DESCRIPTION
Position: Apprentice Nursery Assistant for the 2 Year Old room.

Reports to: Room Lead

Pay Range: £4.30 per hour

1. **Purpose of the job:**

To work with the whole staff team to provide a safe, caring and stimulating environment for our 2 year old pupils.

To work with and support colleagues to enhance pupil’s education and social development.

To maintain a safe, secure and exciting environment.

To have a good understanding of safeguarding in the Early Years.

To promote an open and friendly environment.

To have a good understanding of the developmental and cognitive needs of pupils.

To develop your own knowledge and skills by attending training.

Learn about all aspects of education and school life.

Complete a level 3 qualification.

Develop skills and expertise in early years education.

1. **Dimensions of this position:**

Subordinates: None

Budget: None

Number of pupils: up to 12 per session

1. **Principle accountabilities:**
* To support the work of the Nursery Lead and Nursery Assistant in providing an exciting and challenging play environment.
* To undertake day to day nursery duties to ensure a high standard of care and education are maintained.
* To adhere to the school’s policies and procedures.
* To establish professional relationships with parents, carers and colleagues to ensure that they are engaged in the child’s education and development.
* To contribute to partnership working with Nursery staff to ensure that the pupils have access to appropriate activities to support their physical, social, emotional and intellectual development.
* Maintain the recording system for individual pupils, which enables effective storage and retrieval of information which can be shared with other professionals, parents and agencies, being aware of confidentiality of the information contained therein.
* Report any concerns to the Room Lead or DSL and Headteacher (as appropriate).
* To be flexible and have good communication skills.
* To present yourself as a professional member of the team.
* To complete a level 3 qualification.
1. **Necessary experience:**
* A good level of education at GCSE, to ensure that you are able to meet the requirements and demands of the level 3 qualification.
* A desire to progress in early years education.
* To be able to use basic technology.
* Basic common sense to understand confidentiality and safeguarding requirements.
* Have the ability to relate well to children and adults.
* Be able to develop strong, positive relationships with children.
1. **Scope for impact:**

Research demonstrates that Nursery staff make a strong contribution to children’s learning and achievement, and provide important support for colleagues and parents.

The post holder will share responsibility for creating a stimulating environment (including displays, activity areas, role play and small world play) to enhance the education and social development of all pupils.

Apprentice Nursery Assistants will be expected to undertake training and other learning activities with the rest of the school; and attend relevant meetings to ensure their own continued professional development, and keep up to date with national standards.

1. **Hours of work:**

8am until 4pm. Term time only.

Nursery sessions will run from 8.30am – 11.30am (12 pupils), and 12.30pm until 3.30pm.

1. **Job context:**

Apprentice Nursery Assistants will be expected to work effectively with individual children and small groups, under the direction and supervision of the Room Lead. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessing and behaviour management. They will present themselves as professionals at all times. Nursery Assistants will also be expected to work as part of the wider Nursery team.

The post holder must work within the relevant policies, codes of practice and legislation, reporting concerns to the Room Lead or DSL and Headteacher.

The post holder must have good communication skills with pupils, colleagues and parents/carers; and be able to feedback to professionals as required.

1. **Organisation**

Governing Body

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Headteacher

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Deputy Headteacher

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Early Years Foundation Stage Lead

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Room Lead

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Nursery Assistant

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 Apprentice