



Job Description

Post: Nursery Assistant

Reports to: Nursery Nurse, Senior Nursery Nurse, Nursery Manager, Deputy Manager, Managing Director (General Manager) & Finance Director

Purpose of Job

The purpose of the role is to implement the daily routine in the nursery and ensure the children have access to exciting and challenging activities to support and encourage their learning and development in line with the Early Years Foundation Stage and the children's individual interests.

To contribute a high standard of physical, emotional, social and intellectual care for children in the nursery. Putting the children's welfare, care and development first and ensuring the children are safeguarded.

Duties and Responsibilities

- To provide high quality care for all children and families.
- To support qualified staff with daily routines in the nursery.
- To learn the skills of a nursery nurse, (on the job), working practically as part of the team.
- To understand the values and principles of the sector and implement in your daily routine with the children
- To learn and follow the EYFS when caring for our children.
- To support and promote diversity and equality.
- To learn how to provide high quality childcare to our children.
- To show commitment to achieving the apprenticeship in the agreed timeframe.
- To work in partnership with your assessor.
- Understand the importance of keeping everyone safe and the part you play.
- To ensure you attend all the training courses and staff meetings as required
- To complete and submit work to agreed timelines.
- Demonstrate a proactive approach using your initiative and showing resilience to take responsibility for getting things done.
- To contribute to the children's developmental records, doing incidental observations on the children, with the possibility of taking on your own key children when you are fully trained.
- Maintaining a professional relationship with parents and keeping them informed about their child's day.
- To promote social mealtimes and encourage sharing.
- Changing children as required and promoting good hygiene.
- Work as a supportive member of the staff team, where the nursery is viewed as a "whole". Utilise your time to help in other areas being constantly aware of the children's needs.

- To attend all out of working hours activities, e.g. training, monthly staff meetings, parents evenings, open days etc.
- To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment, cleaning etc.
- To respect and maintain the confidentiality of information received.
- Complete the nursery's in house training schedule.
- To be aware of the high profile of the nursery and to uphold its standards at all times.
- To comply with the nurseries policies and procedures at all times.
- To report any injury or accident ensuring that health and safety of the individual is maintained. Inform seniors of all accidents.
- To report any suspicious or suspected non-accidental injury.
- To undertake any other duties commensurate to the post as required by the nursery.

Knowledge and Skills

- Able to work independently and to manage own time efficiently
- Ability to work as part of an effective team
- Warm and caring personality – friendly and approachable to families
- Ability to create and implement basic systems for child records
- Ability to communicate effectively with staff at all levels
- Commitment to the principle that families 'know best' about their own needs
- Commitment to equal opportunities for all children and families

Teamwork

The promotion of positive relationships of trust and care are considered a priority. You will work as part of a team, and will maintain a close working relationship with other colleagues, parents, children and other agencies in the promotion of good childcare.

Key Areas

- Work with children
- Team work
- Liaise with parents

Training

All staff are expected to maintain a current awareness of professional and service issues and to be responsible for their own development. Further opportunities for training and development will be made available to all staff. Mandatory qualifications will be expected to be undertaken and then updated at relevant periods.

A) Other Duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

B) Equal Opportunities

The post holder must carry out his/her duties with full regard to the setting's Equal Opportunities policy

C) Health and Safety

The post holder must carry out his/her duties with full regard to the setting's Health and Safety procedures.