



# **JOB DESCRIPTION- NURSERY ASSISTANT**

## Job Overview

Under the guidance of senior staff, you will provide the highest level of care and education for all children attending the setting.

## Aims

- Provide high standards of care and education to meet the individual needs of all children
- Adhere to all company policies and procedures at all times
- Acquire and maintain positive working partnerships with staff, parents and carers

## Key Responsibilities

- Adhere to all company policies and procedures
- Provide a positive practice role model
- Contribute to a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage
- Prepare and supervise activities
- Supervise and support children at all times
- Ensure that equality of access and opportunity is provided to all children, parents, staff and visitors
- Ensure that all children are kept safe
- Notify Designated Officer of any safeguarding concerns
- Maintain a positive attitude at all times with children, parents, colleagues and visitors
- Develop and maintain professional working relationships with colleagues, parents and carers
- Ensure confidentiality, where appropriate, is maintained
- Adhere to all health and safety policies and procedures and undertake a shared responsibility for cleanliness and health and safety throughout the nursery
- Work as part of a team to ensure the company's values are maintained
- Attend monthly staff meetings, planning meetings and undertake training as required
- Undertake any other duties as reasonably requested by line manager

The duties and responsibilities included in this job specification are not exhaustive or restrictive and can be reviewed at any time in the future, changes and other duties deemed relevant to this post may be added.



# Person Specification–Nursery Assistant

Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE – grades 5-9/A-C</li> </ul>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Full and relevant Level 2 Early Years</li> <li>Food and Hygiene Level 2</li> <li>Safeguarding</li> <li>Prevent Duty</li> <li>FGM</li> <li>Paediatric First Aid</li> </ul>
<b>Skills/Competencies</b> <ul style="list-style-type: none"> <li>Ability to communicate confidently with adults and children</li> <li>Able to work well within a team</li> <li>Good verbal and written communication skills</li> <li>Able to maintain confidentiality and know when to report issues of concern to a senior team member</li> <li>Generate creative ideas to inspire learning</li> <li>Good planning and organising</li> <li>Ability to comprehend and adhere to a strict set of policies and procedures</li> <li>Work in partnership with parents</li> <li>Effective time management</li> <li>Willingness to learn</li> <li>Able to follow direction</li> </ul>	<b>Skills/Competencies</b> <ul style="list-style-type: none"> <li>General computer literacy</li> <li>Good organisational Skills</li> <li>Ability to work well under pressure</li> <li>Able to reflect and learn from personal actions and experience</li> <li>Evidence of ongoing personal development</li> <li>Calm in all circumstances</li> <li>Able to work on own initiative</li> <li>Ability to write reports and keep clear and accurate records</li> <li>Ability to write clear objective observations</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Able to ensure the safety and welfare of children through a confident knowledge of Safeguarding processes and procedures</li> <li>Able to participate in child observations and assessments with a good understanding of child development</li> <li>Appropriate behaviour management</li> </ul>	<b>Knowledge</b> <ul style="list-style-type: none"> <li>Health and Safety awareness</li> <li>Specific training in child protection</li> <li>Knowledge of the Early Years Foundation Stage curriculum</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Self-motivated</li> <li>Flexible</li> <li>Friendly</li> <li>Enthusiastic</li> <li>Committed</li> <li>Professional</li> <li>Motivated</li> <li>Resourceful</li> </ul>	<b>Experience Required</b> <ul style="list-style-type: none"> <li>Experience of, and commitment to, outdoor learning i.e., Forest School.</li> <li>Background in working to the Early Years Foundation Stage framework</li> <li>Experience of supporting children within a Nursery setting</li> <li>Experience of working and communicating with parents and carers</li> <li>Experience with using a range of technologies to teach and assess children, i.e. Interactive White Board, iPad.</li> </ul>