



Job description

Nursery Assistant

Purpose of the post

To contribute to the high standards of childcare and education –the monitoring and review of equipment and materials, contributing to a safe, caring environment to enable the emotional, social and educational development of the children, through individual attention and group activities.

To implement the daily routine in the setting.

To promote team working and support all other staff within the setting.

Responsible to: Manager

Weekly hours and shift: full and part time positions available, days and times negotiable

Salary: negotiable dependant on experience

Requirements

Two satisfactory relevant references

Satisfactory disclosure check

The relevant skills to support the team and daily routine within the ethos, implementation and legal requirements of the Early Years Foundation Stage.

Duties

The nursery assistant will go about their duties with honesty and integrity and ensure the nursery needs are always met and take precedence.

Main duties of an early year's practitioner:

- To contribute to the effective delivery of the EYFS ensuring the individual needs of the children are met.

- To ensure the safeguarding and welfare of the children, staff and parents/to ensure good practice at all times.
- To support and work alongside all members of the team, having good communication skills with the management and other staff members.
- To support all staff members including students, volunteers, nursery assistants.
- To advise the owner/ manager of any concerns regarding children, staff, their families for management to deal with it in the appropriate way.
- To be flexible within the working practises of the setting, undertaking other duties when/if necessary e.g cooking, cleaning of equipment.
- To record accidents via eylog accident log
- To be flexible to help if the nursery is short staffed and to stay slightly later or come in earlier if needed.
- To read, understand, implement and review all the nursery policies and procedures and abide by them whilst on site. Also to keep up to date with the policies.
- To attend training sessions, staff meetings and any other meetings to help improve your practise of work whether this is during or after work hours according to the staff hand book.
- To ensure that all information regarding the nursery, the children, their families is all kept confidential and remains within the setting and only the appropriate people are spoken to regarding the matter.
- To ensure high standards of hygiene and safety are maintained at all times