

## Job Description - Nursery Assistant

<b>LOCATION:</b>	Little Steps Day Care - Renhold
<b>JOB TITLE:</b>	Nursery Assistant
<b>RESPONSIBLE TO:</b>	Nursery Manager and/or Deputy Nursery Manager
<b>MAIN PURPOSE OF THE JOB:</b>	To work effectively as part of the nursery team, providing a stimulating and caring environment for all children. To support team members in providing a high standard of care and education

### Main Functions

#### Service Delivery

1. To work a part of a team in planning and preparation of, and to participate in, a range of activities that support the development of each child's physical, intellectual and emotional needs in line with the requirements of the Early Years Foundation Stage (EYFS).
2. To ensure at all times the safety and wellbeing of the children in the care of Little Steps Day Nursery.
3. To implement activities which encourage linguistic and social interaction between the children and their carers.
4. To, where required, be a keyworker for a group of children by observing, monitoring and recording each individuals development.
5. To support the implementation and evaluation of children's planning and progress.
6. To participate in parent evenings/open days as required.

7. To communicate with parents/carers about the day-to-day needs of the children by fostering parental involvement and encouraging positive parenting skills.
8. To promote the philosophy and ethos of the setting.
9. To help children acquire self-care skills including dressing, feeding, toilet training and awareness of personal hygiene.
10. To attend team meetings and multi agency meetings as appropriate.
11. To participate in regular supervisions and appraisal sessions, setting targets, identifying training needs and reviewing performance.
12. To offer support to trainees, students and volunteers as required.
13. To help ensure that the nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
14. To read, understand and comply with the nursery's Policies and Procedures.
15. To keep up to date with developments in childcare and parent education through regular training as appropriate.
16. To maintain records and documentation that complies with statutory requirements, and to support others with completion of such documents
17. To ensure that everyone is treated as individuals and with respect, in line with the settings Equal Opportunity Policy
18. To complete such domestic duties i.e. preparing snack/lunch or cleaning the nursery/equipment, as required.

This job description sets out the duties of the post at the time it is drawn up. The post holder may be required, from time to time, to undertake other duties within the daily running of the setting, as may be reasonable, without changing the general character of the duties of the level of responsibility entailed.

## Person Specification

Post Title: Nursery Assistant

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>● Ability to follow instructions and work on own initiative as necessary.</li> <li>● Dedication to working as a team and keeping open communication with other team members</li> <li>● Communicate effectively with parents, carers and other professionals.</li> <li>● Keep accurate records.</li> <li>● Ability to adhere to the settings policies and procedures.</li> <li>● Ability to promote a stimulating, caring and safe environment for children.</li> <li>● Ability to establish positive relationships with children</li> <li>● Take responsibility for own work and practise.</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to plan within the Early Years Foundation Stage.</li> <li>● Ability to assess and record children's progress using a range of observation methods</li> </ul>	<ul style="list-style-type: none"> <li>● Application form / Interview</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>● Minimum N.V.Q. 2 in Childcare and Education or equivalent.</li> <li>● GCSE English and Maths A-C</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence of further recent and relevant training or qualifications. E.g:                             <ul style="list-style-type: none"> <li>■ child protection</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Application form / certificates</li> </ul>

		<ul style="list-style-type: none"> <li>■ food hygiene</li> <li>■ paediatric first aid</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Working knowledge of: <ul style="list-style-type: none"> <li>■ The EYFS</li> <li>■ Child development for 0-5 year olds</li> <li>■ How to provide inclusive practice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● An understanding of the Bedfordshire Child Protection and Safeguarding Procedures</li> <li>● Understanding of supporting children with SEND</li> </ul>	<ul style="list-style-type: none"> <li>● Application form / Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience in a childcare setting</li> <li>● Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of planning based on observations of children's attainment.</li> <li>● Liaising with parents and other professionals</li> </ul>	<ul style="list-style-type: none"> <li>● Application form / Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● Caring and welcoming to children and families</li> <li>● Pro-active and self-motivated.</li> <li>● Committed to giving children and families the opportunity to reach their full potential.</li> <li>● A commitment and ability to understand and promote our Policies and Procedures.</li> <li>● Ability to prioritise and work under pressure.</li> <li>● Commitment to continuing professional development.</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>● Willingness to work flexibly.</li> </ul>		

