

Greenfields Children's Centre Job Description

Post: Nursery Assistant
Responsible to: Headteacher
Reporting to: Deputy Headteacher or Extended Services Manager
Grade: 4

Main purpose of the post

- To work as part of a multi disciplinary team in a positive and pro active way to ensure the provision of high quality care and education for all children in the Centre, in the context of a listening to children culture.
 - To work with the nursery team to plan an inspiring and creative curriculum in line with the EYFS.
 - To promote an inclusive learning environment where all children have equal opportunities to learn and develop.
 - To be responsible for promoting and safeguarding the welfare of children and families within the Centre.
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Duties and Responsibilities:

1. To provide support for children's emotional and social needs by encouraging and modelling positive behaviour in line with Centre policy.
2. To assist the nursery team in developing and maintaining high standards of care and education for all children in the Centre.
3. To assist the nursery team with setting up activities indoor and outdoor, ensuring that resources and equipment are available and cleared away at the end of the sessions as appropriate.
4. To contribute to the observation, assessment, recording and reporting of the progress and achievements of each child through discussion with Class Teachers and Nursery Officers/Nurses.
5. To support the team in ensuring a smooth transition from home to Centre and between rooms.
6. To attend to the holistic needs of children, for example, changing clothes and nappies, feeding and toileting and including helping children who are unwell, distressed or unsettled.
7. To observe, monitor and evaluate all children's responses to learning activities through a range of assessment and monitoring strategies determined by the Headteacher.
8. To attend relevant meetings and participate in training opportunities and professional development as required.
9. To accompany children on visits, trips and out of school activities as required within contracted hours.
10. To comply with policies and procedures relating to child protection, health, safety, reporting all concerns to the appropriate named person.

¹ As defined by the Department for Education in the Early Years Qualifications List

¹ As defined by the Department for Education in the 'Early Years Qualification Requirements and Standards document'.

- 11. To undertake regular accredited first aid training and to administer basic first aid.
 - 12. To adhere to the Centre policy on equality, diversity and inclusion.
 - 13. To adhere to the Centre Code of Conduct policy at all times.
 - 14. Promote the positive and inspiring ethos of the Centre.
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Signatures

Headteacher: _____ Date: _____

Post holder: _____ Date: _____

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¹ As defined by the Department for Education in the 'Early Years Qualification Requirements and Standards document'.

Greenfields Children's Centre
Person Specification
Nursery Nurse

This person specification lists the essential requirements needed in order to carry out the above post in the Centre.

Applicants will be short listed solely on them meeting these requirements.

Essential requirements

Qualifications

1. An approved level 3 Early Years Qualification¹
2. A suitable level 2 qualification in English²
3. A good level of spoken and written English

Knowledge skills and abilities

1. A working knowledge and sound understanding of the Early Years Foundation Stage.
2. An understanding of the importance of Child Protection and relevant procedures.
3. An understanding and awareness in supporting children from ethnic minority families, children with English as an additional language and children who are vulnerable.
4. To comply with issues of confidentiality in accordance with relevant data protection and associated legislation.
5. The ability to be part of a team and relate and communicate effectively with colleagues, parents and external agencies, both written and verbally.
6. Manage own time and work effectively to meet deadlines.
7. Promote Equal Opportunities and Diversity in an inclusive community.
8. A commitment to the aims, ethos and values of the Centre.
9. A commitment to continued staff training and professional development.

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