

Lady Seaward's Primary School

Employment details

Job title:	Nursery Assistant
Reports to (job title):	Nursery practitioner and EYFS teacher

Main duties/responsibilities

General duties
Contribute towards providing a high standard of physical, emotional, social and intellectual care for children at the nursery.
Assist with the supervision of activities, such as arts and crafts, music, cooking and outings.
Understand and adhere to school policies and procedures, particularly in relation to safeguarding, behaviour, health and safety and emergencies.
Liaise with parents to share information about their child's progress.
Nursery support for children
Alongside the EYFS teacher and nursery practitioner, deliver a play programme suitable for the age ranges and developmental needs of children at the nursery.
Assist with planning and delivering activities which help children work towards achieving the early learning goals (ELGs).
Assist with providing a caring and stimulating environment for children which considers their developmental needs and allows them to reach their full potential.
Play an active role in observing children in their play to identify their individual needs and make recommendations to the EYFS teacher/ Nursery practitioner for requirements where necessary.
Demonstrate a genuine care for the children at the nursery, effectively supervising groups of children in your responsibility, and ensuring their safety at all times.
Take an active interest in children and their families, treating them with respect at all times and maintaining high levels of communication with parents in particular, welcoming their concerns and questions.

Provide support for any children with SEND and liaise with the nursery practitioner/ SENDCo to promote their welfare and development as required.

Provide intimate care for children where required, ensuring this is done in line with the school's Intimate Care Policy.

Respond appropriately and act quickly in emergency situations and notify relevant individuals where assistance is required.

Understand individual responsibilities in terms of child protection and safeguarding and monitor any issues in line with the school's policy and local procedures.

Working with nursery staff

Act flexibly within the working practices of the nursery and be prepared to help staff where needed, including to undertake domestic tasks, e.g. cleaning and snack preparation.

Provide daily feedback to the nursery practitioner regarding any important information, including complaints, incidents or concerns.

Assist with ensuring the nursery is kept clean and hygienic at all times and carry out cleaning duties throughout the day.

Individual accountability

Participate in all training offered in order to achieve the qualifications necessary to progress within the nursery.

Maintain a learning journey for specific children, as directed by the nursery practitioner, and communicate the development of these children to their parents and other nursery workers on a regular basis.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have, or be able to achieve, a grade C at GCSE in English and maths. • Have an enhanced DBS check. 	<ul style="list-style-type: none"> • Food hygiene certificate • First aid certificate
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working with and caring for young children. 	<ul style="list-style-type: none"> • Recent experience working in a pre-school or nursery setting
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Demonstrate an ability to work with children and their families in a sensitive and positive way. • Demonstrate excellent communication, planning and organisational skills. • Show how to write reports and maintain accurate records. • Demonstrate a willingness to achieve relevant qualifications. • Show a basic understanding of children's development, their needs and the provision on positive play. • Show an awareness of health and safety issues relating to the provision of play. • Show some understanding of food hygiene and physical hygiene in the workplace. 	<ul style="list-style-type: none"> • Greater understanding of children's development, their needs and the provision of play. • Understanding of the requirements of the 'Statutory framework for the early years foundation stage' • Understanding of the 17 ELGs
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • A calm and caring nature. • Excellent verbal and written communication skills. • Excellent time management and organisation. • A flexible approach towards working practices. • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with other colleagues. • High levels of drive, energy and integrity. 	

Personal qualities	<p>The successful candidate will be:</p> <ul style="list-style-type: none">• Committed to promoting high-quality care of children.• Dedicated to promoting their professional development and achieving desired qualifications.• Able to plan and take control of situations.• Committed to contributing to the wider school and its community.• Capable of handling a demanding workload and successfully prioritising work.• Professionally assertive and clear thinking.	
---------------------------	--	--