

JOB DESCRIPTION & PERSON SPECIFICATION

Qualified Nursery Assistant

IPSWICH

The Lodge Day Nursery | Permanent | As soon as possible

Role overview

DEPARTMENT	The Lodge Day Nursery	REPORTS TO	The Lodge Manager
CONTRACT	Permanent	HOURS	Full time, 37.5 hours per week
SALARY	To be discussed in interview	HOLIDAY	See details below
LOCATION	The Lodge Day Nursery, Ivory Street, Ipswich, IP1 3QW	START DATE	ASAP
PROBATION	5 months	DIRECT REPORTS	None

Job purpose

An opportunity to make a difference.

We offer exceptional childcare provision for children aged 3 months to 5 years, in the centre of Ipswich. You will join a team of professional, qualified staff in a caring, supportive setting. The Lodge is easily accessible in the heart of Ipswich. Our attractive buildings offer bright, spacious rooms, a large garden and outdoor environment and we are situated close to Christchurch Park.

We work in partnership with families to ensure each child feels safe, secure and has plenty of opportunities to discover new adventures, learn, grow, and thrive. We have four age ranges: Discoverers, Explorers, Adventurers and Pre School and children move onto the next stage at the appropriate time, when they are ready for the next stage in their development. Our specially designed rooms provide the perfect environment for each age range and children always have regular access to our spacious garden and outdoor areas. Our Pre School class has a full-time qualified teacher during term-time to lead on the EYFS curriculum learning outcomes.

Key responsibilities

You'll play an important role by:

MAIN RESPONSIBILITIES

- To work closely with the Room Leader, Deputy Room Leader and other staff to provide a stimulating, safe and caring learning environment appropriate to the needs of the children in the nursery.
- To work as a member of the nursery team to promote the physical, emotional, intellectual and social development of the children in the nursery.
- To plan, prepare and set out in an appropriate way, in cooperation with the room team, activities related to the nursery themes or agreed programme.
- To initiate, facilitate and evaluate programmes of activities (age appropriate) for groups and/or individuals, for example, story sessions, listening and reading, art and craft work, computer activities, cooking, music, dance, special needs activities in consultation with the nursery team.
- To ensure that the materials, equipment and resources are available for groups and/or individuals to undertake planned activities, to tidy up at the end of the session and to encourage children to help whenever possible.
- To share and at times to take sole responsibility for groups of children working in areas (both inside and outside under the direction of qualified staff) where a variety of activities are available, facilitating and enabling them by providing appropriate levels of support and interaction.
- To keep careful records of the child's development and progress and share them with parents, the child and other professionals as necessary.
- To encourage the children (as age appropriate) in self-care, independence, caring for their peers and their environment, and good behavioural standards, setting excellent examples at all times.
- To advise the senior staff of any concerns with regard to children, parents, equipment or with regard to health and safety.
- To maintain and ensure adequate resources are available for activities planned within the activity room and in
- To maintain confidentiality with regards to any information about the children, their families or School business, including staff matters.
- To take responsibility as required for any activity under the authority and direction of the Deputy Room Leader, Room Leader or the Manager, for example, visits out of the nursery, group work, maintaining registers.
- To act as a Key Person.
- To pass relevant information to other key persons for them to talk to parents as required.
- To attend meetings as and when required.
- To deal appropriately with minor accidents and injuries both indoors and outdoors.
- To be vigilant in matters of safety.

- To assist with the EYFS Late Stay facility in the Prep when required.
- To be flexible within the working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- Look upon the nursery as a 'whole' assessing where your help can be most utilised, be constantly aware of the needs of children.
- To ensure the setting is a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- Work alongside parents/carers of special needs children to provide full integration in the nursery.
- To ensure each child is collected by someone known to the nursery.

Specific Child Care Tasks:

- The preparation and completion of activities to suit the child's stage of development;
- To ensure that mealtimes are a time of pleasant social sharing;
- Washing and changing children as required;
- Providing comfort and warmth to an ill child.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

Working relationships

Reports to	The Lodge Nursery Manager
Direct reports	None
Key relationships	The rest of the Nursery Team
Safeguarding	Safeguarding and promoting the welfare of children Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. All employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with, and must comply with the School's Child Protection and Safeguarding Children Policy at all times. Any actual or potential concerns about a child's safety or welfare must be reported through the School's safeguarding procedures. Employees are expected to attend safeguarding training as directed.

We're looking for someone who...

Criteria	Essential	Desirable
QUALIFICATIONS		
You will ideally hold a current and relevant childcare qualification NVQ Level 2, or ideally level 3, or be working towards this.	●	
Paediatric First Aid Certificate.	●	
Knowledge of pupil welfare issues including child protection, raising achievement, SEND provision etc.		●
Satisfactory Disclosure and Barring Services Check.	●	
Evidence of continuous self development and updated knowledge, particularly in the areas of responsibility for this post.		●
EXPERIENCE		
Previous experience of working with young children and babies.	●	
KNOWLEDGE & SKILLS		
Have an excellent understanding of safe working practices in relation to child care.	●	
Some previous experience of using a computer and preferably online Learning Journey software.	●	
Have an excellent understanding of child development	●	
Conversant with the current Early Years Foundation Stage curriculum.	●	
Some understanding of the importance of Health & Safety and Food Hygiene in the workplace.		●
PERSONAL ATTRIBUTES		
Have the ability to work methodically and prioritise your own workload.	●	

Have the ability to work as part of a team and also own initiative.	•	•
A positive approach to completing relevant short courses and qualifications.		•
Be able to build excellent working relationships with children, parents/carers and colleagues within the LDN.	•	
Have the ability to attend for work punctually and be well presented.	•	
Have a pleasant disposition with a capability to respond positively under pressure.	•	
Have a sense of fun, and understanding with other adults.	•	
Have the commitment to provide the highest standards of child care.	•	
Have excellent attention to detail. Have a high level of patience. Enjoy working with children.	•	
Have the commitment to provide the highest standards of child care.	•	
Be flexible, positive, friendly and have a supportive approach to work.	•	

You will have 28 days paid holiday each year (including bank holidays) and a further 5 days as paid time off when the nursery is closed in August (one day) and at Christmas (4 days). Giving a total of 33 days paid time off each year. We should let you know that holiday (usually 4 days) must be taken during the week each year when the nursery is closed in August, and we will let you know the dates well in advance each year.

You will be entitled to join our defined contribution pension scheme for support staff (the employer contribution rate is an attractive 10% of your gross pay), and you will receive three times your salary as death in service life cover. You will also join Smart Health, a wellbeing scheme for staff offering 24/7 online GP and mental health support.

You will be able to use the School's swimming pool and fitness gym free of charge and you will have a free freshly prepared lunch each day in School (when the school is in session). We also have (limited) free parking available for staff.

We have a review and development scheme for staff, to assist in your professional development, and we have a fantastic track record of supporting our nursery staff in training and development activities and gaining further qualifications.

Standard requirements

These statements form part of every Ipswich School job description unless HR policy changes.

EQUALITY, DIVERSITY & INCLUSION

Ipswich School is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates.

GENERAL DUTIES

The responsibilities set out in this job description describe the main expectations of the role and are not intended to be an exhaustive list. The post holder may be asked to undertake other reasonable duties of a similar level and nature. The job description may be reviewed and amended from time to time, following consultation, to reflect the needs of the School and the professional development of the post holder.

SAFEGUARDING

The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. They must comply with the School's safeguarding policies and procedures, report concerns promptly and attend safeguarding training as directed.

WORKING ARRANGEMENTS

We currently have full time roles available in our nursery team, ideally for qualified people (or those who have relevant experience of working with young children and babies). You will work 37.5 hours each week, Mondays – Fridays throughout the year during Lodge opening hours which are between 7.30am & 6.00pm (exact shift times to be agreed).

Creating Extraordinary Staff...

