

Nursery Assistant

REPORTS TO: Room Leader

Scope of Position

To work as a member of the team, showing initiative and creativity to foster an environment which encourages the children's all round development and where high standards of care are provided.

Key Responsibilities

Operational

- Be a reliable member of a team, working cooperatively and with flexibility.
- Understand that each child is an individual and have a general understanding of childcare and child development
- Observe each child's progress and report on achievements, looking for progression and continuity
- Develop positive relationships with parents / carers, other staff and outside agencies
- Assist with the supervision of children at play (indoor and outdoor) and at mealtimes
- Assist with planning a programme of activities, suitable for the age range of the children, following the guidelines for the implementation of EYFS
- Assist with the creation of a stimulating and attractive classroom environment
- Attend parent meetings, be involved in fund raising events and assist with the promotion of the nursery as required
- Assist with the care, maintenance and security of all equipment and toys within the nursery.

Personal

- Attend staff meetings and training sessions as required
- Be responsible for participating in all self-development activities, including appraisals, supervisions etc.

Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery
- Ensure the general cleanliness of the children at all times
- Adhere to all Health and Safety policies and procedures
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.

General

- Adhere to all company policies and procedures including attendance at meetings and any other duties as required
- Ensure the company's policies on diversity and equal opportunities are adhered to
- Be a key person carrying out all related responsibilities in building relationships with a small group of children and their families.

Nursery Assistant CONTINUED

JOB DESCRIPTION: Nursery Assistant

Person Specification	Essential	Desirable
Prepared to undertake professional development, as appropriate	✓	
Previous experience working within a nursery		✓
Previous childcare experience with age range three months to five years		✓
Good communication skills (oral and written)	✓	
Affinity with young children	✓	
Ability to work as a reliable member of the team, developing positive relationships with colleagues, parents, children and outside agencies	✓	
Knowledge of Health and Safety Issues	✓	
Knowledge and understanding of Children Act	✓	
Knowledge and understanding of Equal Opportunities	✓	
A willingness to undertake further relevant training including some evenings and weekends	✓	

Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____

Date: / / _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title: _____

Supervisor's Signature: _____

Printed Name: _____

Date: / / _____

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer's Signature: _____

Printed Name: _____

Date: / / _____

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.