



Job Description and Particulars of Appointment

Details of Post

- Title: Nursery Assistant (Level 2)
- Trust: Diocese of Hereford Multi Academy Trust
- Reporting to: Nursery Supervisor
- Main Workplace: Goodrich CE Primary School
- Post Number:
- Grade and SCP: Grade 4 (SCP 4-6)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Working under the guidance of the Nursery Supervisor and Early Years Lead, to work as part of the nursery team to provide safe, high-quality education and care for young children.

Principal Duties and Responsibilities

1. Support for Pupils
 - Act as a keyworker to a small group of children, liaising closely with parents/carers to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of key children.
 - Encourage parental involvement and support through the development of effective working relationships.
 - Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the nursery leader of any concerns over children, equipment etc.
 - Ensure that the nursery offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.
 - Work creatively with children within the early year's framework, as instructed by the Nursery Supervisor.
 - Daily interaction with children, providing a range of stimulating activities to promote all areas of learning, both inside and outside the classroom.
 - Change nappies and attend to toileting duties as required.
 - Provide a safe, creative and inclusive environment for all children.



2. Support for the Nursery Supervisor

- Assist with the planning of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programmes and arranging equipment.
- Use strategies in liaison with the Nursery Supervisor to support children to achieve learning goals.

3. Support for the School

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Implement planned supervision of children out of school hours as required.
- Accompany staff and children, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of Nursery Supervisor.

General Information:

- The post holder will be required to comply with the organisation’s policies and procedures
- The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation’s premises not in any vehicle used on organisation business.
- The post holder will promote the Diocese of Hereford Multi Academy Trust’s Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility
- Support the ethos of the school and follow school routine and procedures
- Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate
- This job description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation
- Other activities commensurate with this Job Description may from time to time be undertaken by the post holder

Job Description and Personal Specification agreed by:

Post holder:

Signed: Date:

Name of line manager: Sara Jones

Signed: Date:

