



Liden Academy
Liden Drive, Swindon, SN3 6EX
01793 531025
admin@liden.excalibur.org.uk
www.liden.excalibur.org.uk



Job Title: Nursery Assistant	Level: SCP 3 - 6	
Role reports to (Job Title): Room Leader/EYFS Leader		
Job Purpose:		
To work effectively as part of the nursery team, providing a stimulating and caring environment for nursery/pre-school children. To support team members in providing a high standard of care and education.		
Key Accountabilities/Duties:		
<ol style="list-style-type: none">1. To work as part of a team in planning and preparation of, and to participate in a range of activities that support the development of each child's physical, intellectual and emotional needs in line with requirements of the Early Years Foundation Stage (EYFS).2. To ensure that at all times the safety and wellbeing of the children in the care of the Liden Academy are met at all times.3. To be a keyworker for a group of children by observing, monitoring and recording each individual's development. To support the implementation and evaluation of children's planning and progress.4. To complete regular observations and assessments of all the children particularly children within the relevant keyworker group.5. To participate in parent evenings/open days as required.6. To communicate with parents/carers about the day-to-day needs of the children by fostering parental involvement and encouraging positive parenting skills.7. To promote the philosophy of "learning through play".8. To help children acquire self-help skills including dressing, feeding, toilet training and awareness of personal hygiene.9. To attend staff, team meetings and multi-agency meetings as appropriate.10. To participate in regular supervisions and annual appraisal sessions, setting targets, identifying training needs and reviewing performance.11. To offer support to trainees, students and volunteers as required.12. To help ensure that the nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.13. To read, understand and comply with the nursery's Child Protection Policy, Health and Safety, Confidentiality Procedures and other Nursery policies.14. To keep up to date with developments in childcare and parent education through regular training as appropriate.15. To maintain records and documentation that complies with statutory requirements and to support other with completion of such documents.16. To ensure that everyone is treated as individuals with respect and full consideration in line with the Nursery Equal Opportunities policy.17. Work alongside parents/carers of children to provide full integration into the setting.18. To be flexible within working practices of the nursery.		

Principal: **Jeff Mason**

Excalibur Academies Trust: a company limited by guarantee.

Registered in England; Company number 08146633.

Registered office; Granham Hill, Marlborough SN8 4AX

19. To carry out domestic duties such as preparing snacks, cleaning and sanitising of equipment, etc.
20. Work alongside manager and other members of staff to ensure that the philosophy behind the nursery is fulfilled.
21. Record accidents in accident book.
22. Ensure children are collected by the correct adults as per policy.
23. To respect the confidentiality of information received.
24. To develop your role within the team, especially as a key worker.
25. To ensure mealtimes are a time of pleasant social gathering and to promote social skills.
26. Washing and changing children as required.
27. To ensure the setting is of a high-quality environment to meet the needs of individual children from differing cultures and religious background.
28. During quiet times in nursery, you will also be required to provide general teaching assistant duties in the main school setting as required.
29. Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
30. Other duties as may be required.

Knowledge & Experience:

- NVQ Level 3 in Childcare and Education or equivalent experience
- GCSE grade C or above in Maths and English or equivalent
- Very good numeracy/literacy skills.
- Ability to work on own and part of a team.
- Ability to relate well to children and adults.
- Ability to persuade, motivate, negotiate and influence.
- Ability to organise and motivate others.

Contacts and Relationships:

- Establish constructive relationships and communicate with children, parents/carers, staff and other agencies /professionals.

Emotional Demands

- Front line dealing with children and parents who may sometimes make emotional demands

Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. Liden Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment is subject to satisfactory references, enhanced DBS and medical clearances, and proof of legal working in accordance with the Asylum and Immigration Act 1996.

Principal: Jeff Mason

Excalibur Academies Trust: a company limited by guarantee.

Registered in England; Company number 08146633.

Registered office; Granham Hill, Marlborough SN8 4AX