

Nursery Assistant

Job Description

Details of Post

Title	Nursery Assistant – Level 2
School / Trust	Condover CE Primary School, DHMAT
Reporting to	Nursery Leader / Executive Headteacher / Executive Deputy Head / DHMAT
Main Workplace	Condover CE Primary School
Salary and Grade	Grade 5 (SCP 7)
Contract Type	Permanent
Contract Term	3 Days Per Week – Structure to be Confirmed
Contract Hours	8.15am – 4.15pm to include a 30 mins unpaid lunch break. Potential additional hours required for wrap around care.
Start Date	ASAP
Application Closing Date	Friday 2 nd October at 9.00am
Interview Date	Friday 9 th October. Timings to be confirmed.

Purpose of Post

Our Executive Headteacher is excited to welcome applications from an enthusiastic, compassionate, and dedicated individual who shares our passion for nurturing young minds. We are looking for someone who is committed to delivering high quality, rich and engaging learning experiences that inspires every child.

We are seeking a passionate, dedicated and experienced Practitioner to work alongside our Nursery Manager; this is an exciting time for our school as we continue to develop our new Nursery. The successful candidate will work alongside the Nursery Manager to provide a safe, caring, stimulating and inclusive environment that supports the learning, development and wellbeing of all children. The Nursery Assistant will help children to develop socially, emotionally, physically and intellectually through play-based learning and positive interactions. They will work primarily within the EYFS Team, as well as part of the wider school team under the guidance of the Nursery Manager, Early Years Leader and SENDCO.

The Nursery Assistant will work with children aged five and under, to deliver learning activities for individuals / groups, and support the Manager in monitoring and assessing pupils. We're looking for a team player who brings warmth, creativity, and initiative.





At Condover we value our staff and believe that all our staff are ambassadors for our school and will embody the value, vision and ethos of our school in all interactions. If you're driven by the desire to make a genuine difference, believe in the power of education to transform lives, and want to be part of a caring, collaborative school community, we would love to hear from you.

Safeguarding requirement:

Condover CE Primary School is committed to safeguarding and promoting the welfare of children and their families. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.



Main Duties and Responsibilities

Supporting Children's Learning and Development

- Assist in planning and delivering engaging activities that support the Early Years Foundation Stage (EYFS).
- Encourage children to participate in a range of learning experiences and activities.
- Support children's social, emotional, physical and intellectual development.
- Observe children's progress and share information with key workers and nursery leaders.
- Encourage independence and positive behaviour.

Childcare and Welfare

- Ensure the safety, welfare and wellbeing of all children at all times.
- Supervise children during indoor and outdoor activities, meal times and rest periods.
- Assist children with personal care needs, including toileting, dressing and handwashing where appropriate.
- Promote healthy lifestyles and good hygiene practices.
- Support children in developing confidence and self-esteem.

Safeguarding

- Follow all safeguarding and child protection policies and procedures.
- Maintain vigilance and report any concerns about a child's welfare immediately to the appropriate safeguarding lead.
- Help maintain a safe and secure learning environment.

Working with Parents and Families



- Develop positive and professional relationships with parents and carers.
- Share information appropriately regarding children's achievements and wellbeing.
- Support nursery events and activities involving families.

Teamwork and Professional Responsibilities

- Work effectively as part of the nursery team.
- Attend staff meetings, training and professional development opportunities.
- Contribute to maintaining a clean, safe and welcoming environment.
- Assist with the preparation, organisation and tidying of resources and equipment.
- Adhere to all nursery and school policies and procedures.

General Duties

- Promote equality, diversity and inclusion.
- Maintain confidentiality at all times.
- Undertake any other duties commensurate with the grade of the post.

This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the school or DHMAT. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.



Person Specification

Essential criteria:

- Relevant Early Years DFE approved qualification
- Good standard level of education
- NVQ Level 2 in childcare and education, or equivalent.
- At least two years proven experience working in an early years or education setting.
- Good understanding of child development, and of children's needs, inclusive of the Early Years Foundation Stage Framework.
- Ability to plan and deliver activities, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
- Demonstrable and detailed knowledge of current legislation relevant to the Early Years.
- Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.
- Ability to comply with the requirements placed on the setting by the EYFS.
- Ability to work with parents and families to encourage their involvement.
- Demonstrate a commitment to continuously promoting a culture of safeguarding and confidentiality, including record keeping and storing.
- Ability to bring to the role, initiative, enthusiasm and commitment.
- Flexibility and reliability.
- Willingness to develop skills with further training.

Desirable criteria:

- Up to date training in relevant certificates for example First Aid, Safeguarding, Prevent, Food Hygiene.
- 5 GCSE's or equivalent, including Maths and English
- Experience with working in an educational setting or other relevant environment

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Additional Recruitment Information

Application

Applications need to be completed through 'My New Term'.





School Visits

Visits to the school are strongly encouraged. Tours of the schools are as follows:

In order to arrange a visit to the school, please contact our school administrator, Mrs Melanie Short via email admin@condover.dhmat.org.uk

Recruitment Process

Once you have submitted your application, inclusive of supporting letter/ statement, it will be assessed against the criteria in the person specification. Successful applicants will then be invited to the interview process.

The Interview Process

We are passionate about individuals being the best that they can be and appreciate that an interview process may be stressful. Whilst thorough, we aim that the process will be as pleasant as possible to allow each individual to perform to their potential.

The interview process may include additional elements alongside the formal interview questions.

These may include, but are not limited to:

- A small group observation
- A formal interview
- An unseen task.

