

Nursery Volunteer Job Description

Little Quay Nursery and Learning Hub

Role Purpose

To support the nursery team in providing a safe, nurturing, and stimulating environment for children aged 0–4. Volunteers assist with play, routines, and general tasks under the supervision of qualified staff. This role enhances children’s experiences but does not replace paid staff or count towards statutory ratios.

Key Responsibilities

1. Supporting Children’s Play and Learning

- Engage warmly with children during play, encouraging curiosity, creativity, and independence.**
- Support activities such as crafts, outdoor play, stories, singing, and sensory exploration.**
- Help set up and tidy away resources before and after sessions.**
- Follow staff guidance to ensure activities are safe, inclusive, and developmentally appropriate.**

2. Safeguarding & Supervision

- Maintain constant awareness of children’s safety and wellbeing.**
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead.**
- Never be left alone with children or take responsibility for a group.**
- Follow all nursery safeguarding, behaviour, and confidentiality policies.**

3. Daily Routines

- Assist with snack times, mealtimes, and hydration routines as directed.**

- Support children with toileting routines only under staff guidance (volunteers do not carry out intimate care).
- Help maintain clean, organised play spaces throughout the day.

4. Communication & Teamwork

- Build positive relationships with children, staff, and families.
- Follow instructions from room leaders and practitioners.
- Communicate any concerns or observations to staff promptly.
- Contribute to a friendly, supportive team environment.

5. Health, Safety & Hygiene

- Help maintain a clean, safe environment indoors and outdoors.
- Follow hygiene routines including handwashing, cleaning surfaces, and safe handling of resources.
- Adhere to all health & safety procedures, including accident reporting and emergency protocols.

6. Professional Conduct

- Maintain confidentiality at all times.
- Uphold the nursery's values of kindness, respect, inclusion, and professionalism.
- Arrive on time, ready to support the team.
- Participate in induction and ongoing training as required.

Role Boundaries

To protect children and volunteers, the following boundaries apply:

- Volunteers do not carry out intimate care.
- Volunteers do not administer medication.
- Volunteers do not supervise children alone or replace paid staff.
- Volunteers must follow staff direction at all times.
- Volunteers must comply with safeguarding and confidentiality requirements.

Training & Support

Volunteers will receive:

- **A full induction covering safeguarding, health & safety, confidentiality, and role expectations.**
- **Ongoing supervision from the Room Leader or Manager.**
- **Opportunities to learn about early years practice and child development.**
- **Support to develop confidence and skills within the nursery environment.**

Hours & Commitment

- **Flexible hours available, agreed in advance with the Manager.**
- **Minimum commitment typically 2–3 hours per week to ensure consistency for children.**
- **Volunteers must notify the nursery promptly if unable to attend.**

Requirements

- **Enhanced DBS check (completed before starting).**
- **Two references.**
- **Agreement to follow all nursery policies and procedures.**
- **Completion of induction training.**