

Bank Nursery Assistant

Job Description and Person Specification

Job Description

Job Title: Bank Nursery Assistant

Reports to: Room Lead (can be supervised by the Early Years Practitioner also)

Hours: Flexible bank hours

Location: Kingsley Explorers Nursery

Purpose of the Role

To provide flexible support to the nursery team on a flexible basis, helping to ensure children are cared for in a safe, nurturing and stimulating environment where they can learn, play and thrive. This role provides cover for staff absences, sickness, training and annual leave, including at short notice where required.

Key Responsibilities

Care and Safeguarding

- Support the day-to-day care, learning and development of children.
- Help maintain a safe, clean and welcoming nursery environment.
- Always follow nursery policies and procedures, particularly those relating to safeguarding, health and safety and confidentiality.

Curriculum and Learning

- Assist with planning and delivering engaging play-based activities.
- Promote children's wellbeing, independence and positive behaviour.
- Adapt quickly to different age groups, routines and nursery rooms as required.

Teamwork and Professional Practice

- Work collaboratively with the nursery team to meet the needs of all children.
- Take part in induction and mandatory training as required.
- Maintain a caring, positive and flexible approach when supporting children and colleagues.

Parent Partnership

- Share relevant information with colleagues and parents, as appropriate, about children's care and wellbeing.
- Support children's transitions, routines and key person arrangements where required.

Person Specification

Essential

- Experience working with children in a childcare or play setting, such as a nursery, playworker role, holiday club, after-school club, breakfast club or similar childcare environment.
- A caring, positive and flexible approach.
- Good communication and teamwork skills.
- Ability to adapt quickly to different age groups and routines.

Desirable

- Knowledge and understanding of safeguarding and child protection.
- Relevant childcare qualification or working towards one.
- Paediatric First Aid, desirable but not essential.

Training and Support

- Full induction and mandatory training will be provided, including safeguarding, health and safety and nursery policies.
- Ongoing support and development opportunities will be available.

What We Offer

- Flexible working to suit your availability.
- Opportunity to gain experience within a friendly and supportive nursery team.
- Full induction and training.
- Valuable experience working across different rooms and age groups.

Safeguarding Statement

Kingsley Explorers is committed to safeguarding and promoting the welfare of children. All applicants will be expected to share this commitment. The successful candidate will be subject to appropriate pre-employment checks, including references and an enhanced DBS check where applicable.