



JOB DESCRIPTION

Job Title	Nursery Key Worker
Salary & Grade	Grade 4 39 weeks per year £25,185 - £25,989 FTE (£17,619 - £18,181 Actual Salary)
Line Manager	Nursery Manager

Job Purpose:

To support and nurture the early development and well-being of children aged 2-4 years, in alignment with the aims and policies of the nursery. The role involves fostering a warm, secure, and stimulating environment that encourages the intellectual, emotional and social growth of each child.

Context:

At Bexton Primary School, we recognise that every child matters. All staff are expected to provide a safe, secure and accessible learning environment where each child is valued and their individuality celebrated. Inclusion at our school means a commitment to a child's right to a broad, balanced, relevant and challenging curriculum appropriate to their individual abilities, talents and personal qualities.

While this job description outlines the main duties and responsibilities, the job holder may be required to undertake additional tasks as determined by the Nursery Manager/Leadership Team, consistent with the role's purpose and responsibilities.

Responsibilities:

- **Support Early Learning and Development**
Assist in the delivery of engaging and age-appropriate learning activities, fostering children's intellectual curiosity, social skills, self-reliance, and self-esteem.
- **Contribute to Planning and Evaluation**
Provide valuable input into the planning and assessment of learning experiences for individual children and small groups. This ensures that the educational team can make well-informed decisions tailored to each child's needs and stage of development.
- **Ensure Safety and Well-being**
Supervise and support children both inside and outside the nursery, including during outdoor activities and trips, to ensure their safety and promote their physical, emotional, and social development, in line with the nursery's behaviour management and safeguarding policies.
- **Monitor and Report Progress**
Observe and track each child's progress, achievements, and areas for development. Regularly

report these observations to the nursery team and parents/carers to support ongoing individual development plans.

- **Engage with Parents and Carers**

Liaise closely with parents and carers to maintain open and effective communication about each child's well-being, progress, and any concerns, ensuring a collaborative approach to each child's development.

- **Maintain Accurate Records**

Keep accurate records of each child's development and activities as specified by the nursery team, ensuring that the nursery's information systems are up-to-date and comprehensive.

- **Support Personal, Social and Physical Needs**

Attend to the personal care, social interactions, and physical needs of the children to maintain their well-being and comfort throughout their time in the nursery.

- **Prepare and Maintain the Learning Environment**

Prepare, organise, and maintain learning materials and equipment. Ensure that the nursery space is welcoming, clean, and conducive to learning, exploration, and play.

- **Celebrate and Display Children's Work**

Assist in displaying and presenting children's work to create a vibrant and inspiring learning environment that celebrates each child's achievements.

- **Professional Development and Team Collaboration**

Participate in staff meetings, training sessions, and professional development opportunities. Contribute positively to team discussions and the ongoing improvement of nursery practices.

Safeguarding:

Bexton Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, a Social Media check, and, where applicable, a Prohibition from Teaching check. References will be sought for shortlisted candidates prior to interview.