



Job Description: Nursery Assistant

Job title: Nursery Practitioner

Purpose of post

- Ensure all children are safeguarded and their welfare and safety is promoted
- Provide a high standard of physical, emotional, social and intellectual care for all children in the nursery
- Give support to other team members throughout the nursery
- Work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

Key areas

- Work with and support children
- Work as part of a team
- Build and maintain strong partnerships with parents.
- Working with babies and children under 2 is a requirement and experience is mandatory.

Responsible to: Nursery Manager/Team Leader

Duties and responsibilities

- Follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure
- Operate a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members
- Keep records of your key children's development and learning journeys and share these with parents, carers and other key adults in the child's life
- Support all staff and engage in maintaining a good staff team
- Liaise with and support parents and other family members
- Be involved in out of working hours activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.
- Be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snacks, meals, cleaning equipment etc.
- Work alongside the Manager and staff team to ensure that the nursery's vision is fulfilled
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
- Record accidents in the accident book. Ensure the Duty Manager has initialled the report before parents receives it
- Look upon the nursery, as a "whole" to consider where your skills can be best utilised. Be constantly aware of the individual needs of all children
- Ensure someone known and agreed by the nursery and parent collects the child



- Respect the confidentiality of all information received.

Specific childcare tasks

- Prepare and complete activities to suit each individual child's stage of development and interests
- Develop your role within the team especially with regard as a key person/worker
- Ensure that meal times are a time of pleasant social sharing
- Wash and change children as required
- Ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensure a poorly child is treated appropriately and management is notified immediately
- Develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- Provide a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- Be aware of the community profile of the nursery and uphold its standards at all times, both within work hours and outside.