

| St Barnabas Multi Academy Trust | |
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| Job Description | |
| Title | Outdoor Nursery Assistant |
| Salary grade | Grade D |
| Responsible to | Headteacher/EYFS Improvement Lead/Indoor and Outdoor Nursery Lead |
| Line Manager | Headteacher |
| Responsible for | Providing a safe, stimulating environment, high quality care and education, fulfilling legal and statutory requirements; to organise and supervise staff on a daily basis; |
| | <ul style="list-style-type: none"> ● To assist in the day-to-day running of the outdoor nursery, ensuring high standards of care and education are maintained, and to work in accordance with the Statutory Early Years Foundation Stage (EYFS) Framework under the direction of the nursery leadership. ● To assist in the implementation of Early Years curriculum plans, ensuring that daily outdoor activities help each child work towards their early learning goals. ● To support the Nursery Leads in drafting and preparing long-term, medium-term, and sessional outdoor curriculum plans. ● To provide a high quality of care and teaching, working collaboratively with the staff team to offer appropriate, engaging support for children within the outdoor setting. ● To effectively implement the nursery's systems of observation and record-keeping, regularly assessing and documenting children's attainment and progress. ● To act as a 'key worker' for a designated group of children, building strong relationships and monitoring their individual development. ● To be responsible for the care, tidiness, and safety of the nursery's outdoor equipment and consumables, reporting any maintenance or replenishment needs to the Nursery Lead. ● To accurately maintain required daily records, including registers, accident books, and first aid incident books, ensuring strict confidentiality. ● To liaise closely with parents/carers, sharing updates about the nursery's EYFS curriculum, exchanging information regarding their child's progress, and encouraging parental involvement. ● To work cooperatively with the Nursery Lead, Senior Leadership, and other professionals as directed to ensure all statutory requirements are met. ● To be fully aware of and work in strict accordance with the school's child protection policies and procedures to safeguard and promote the welfare of children, promptly raising any concerns. ● To adhere to all applicable rules, regulations, legislation, and |

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| | <p>procedures, including Equal Opportunities, the Code of Conduct, and national legislation (Health and Safety in an outdoor environment, Data Protection/GDPR).</p> <ul style="list-style-type: none"> ● To maintain absolute confidentiality of all information acquired in the course of undertaking duties for the school. ● To participate in the staff appraisal process, identify personal training needs, and be responsible for your own continuing self-development by undertaking training as appropriate. ● To undertake other duties appropriate to the grading of the post as required by the Nursery Lead or Senior Leadership Team. | |
| | Essential | Desirable |
| Relevant Experience | <ul style="list-style-type: none"> * Experience working within a pre-school, nursery, or outdoor learning environment. * Sound understanding of children’s emotional, physical, and developmental needs. | <ul style="list-style-type: none"> * 1–2 years experience in an Early Years setting. * Experience specific to outdoor education, forest schools, or nature-based nurseries. |
| Education and Training | <ul style="list-style-type: none"> * Full and relevant Level 3 qualification in Early Years/Childcare (e.g., NVQ Level 3, CACHE Level 3, or equivalent). * Valid Pediatric First Aid (PFA) certificate (compliant with EYFS statutory frameworks). | <ul style="list-style-type: none"> * Forest School Leader qualification (Level 2 or 3) or specific training in outdoor learning. |
| Knowledge and Skills | <ul style="list-style-type: none"> * A good understanding of the Early Years Foundation Stage (EYFS) framework. * Ability to support the implementation of daily curriculum plans and outdoor activities. | <ul style="list-style-type: none"> * Ability to contribute ideas to long, medium, and sessional curriculum planning. * Knowledge of outdoor safety and risk assessment. |
| Personal Qualities | <ul style="list-style-type: none"> ● Self-motivated & enthusiastic. Professional, tactful & sensitive. ● Flexible approach to work. ● Discreet & confidential. ● Comfortable with children and young people. ● Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. ● Be a lover of the outdoors and be prepared to get wet! | |