

Role Profile: Nursery Assistant

Purpose

We are looking for an individual to work as part of our excellent Nursery Team and with parents/carers to provide a stimulating, creative and safe environment for the children and promote the learning and development of each child. The nursery is staffed between the hours of 8am to 5pm for term time 38 weeks of the year and we are looking for suitably qualified individuals who are keen to work within our well-established and outstanding team.

To contribute a high standard of physical, emotional, social and intellectual care within a safe, caring and stimulating environment, for the children in the Nursery.

To provide activities to encourage children's prime and specific areas of learning (EYFS 2017).

To assist in accompanying Beach School trips and other outings.

Key Accountabilities

Summary and main responsibilities:

- To contribute to the Nursery room set up, planning and delivery of stimulating and educational activities
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, stages of development and individual needs.
- To provide activities and learning in all 7 areas of the EYFS curriculum
- To keep abreast of developments in the Early Years Foundation Stage
- To contribute to child assessment, observations and online learning journals
- To support children and promote healthy eating, during snack and meal times
- To toilet and change children where necessary
- To contribute and assist with displaying the children's work and be responsible for the Nursery environment and supervision
- To care for the health and safety of children by following the school's Safeguarding and Health and Safety policies
- To welcome and encourage parental involvement and support and promote family learning in order to form caring and trusting relationships with the children and their families.
- To attend Parents' Evenings and other school events as required
- To care for injured or sick children as directed by the Head of Nursery
- Be aware of the school's Safeguarding Policies and Procedures and bring to any concerns to the attention of the Designated Safeguarding Lead
- To be involved in training days and staff meetings, outside working hours
- To respect confidentiality of all information relating to pupils and their families
- To record and report any maintenance or health and safety issues

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	Level 2 childcare with relevant experience	Level 3 qualification in Childcare
Skills	Be an effective team member who demonstrates a professional and mature attitude towards your work Demonstrate good working knowledge of the Early Years Foundation Stage curriculum	Demonstrate excellent communication skills with key stakeholders and be reliable and conscientious in your care of the children
Experience	Previous experience of working within a thriving & busy EYFS setting.	
Other	High Standard of care with excellent interpersonal skills	

Key Stakeholders:

Internal – Pupils, HODs, teachers, heads, internal colleagues, students, school staff

External – Parents, Carers, External Agencies

Signed: **Name (print):**

Date: