

<b>Job Title:</b> Nursery Assistant	<b>Grade:</b> B
<b>Reports To:</b> Nursery Manager	<b>Leads &amp; Manages:</b>
<b>Role Profile:</b> Early Years Assistant	<b>Role Profile Number:</b> 02314

**Aim and Main Purpose of the Job:**

- To assist in the provision of a high standard of childcare within a stimulating and friendly environment that is physically and emotionally secure, in accordance with County councils' policies and practice and meeting national standards.

**Key Tasks and Accountabilities:**

- To assist in the welcoming and introduction of children and their families and facilitate the settling in process of your Key person children.
- To be responsible for maintaining all the children's records and assessments by observing, monitoring and reviewing.
- To attend to the physical needs of all children including feeding, nappy changing and toilet training and to foster their development and encourage independence and self-reliance.
- Report any concerns about a child to a Room coordinator or the Nursery manager.
- To participate in taking children out of the nursery on activity visits e.g. shopping, park, library in the absence of the parents.
- To further the children's personal, social and educational development by implementing activities in line with the Early Years Foundation stage in a safe, warm, stimulating and caring play environment whilst ensuring an excellent standard of communication and motivation within the team.
- To keep confidentiality's at all times and to be responsible for working closely with all parents, children and staff in support of the Kindergarten's policies.
- To work alongside all parents/carers of children and make good working relationships and participate in meetings with parents/carers.
- Where undertaking a key person role, to liaise with parents on the care, progress and well-being of their child.
- To assist in the preparation of materials and equipment at the start of each session.
- To clear equipment away after use and help ensure all toys, equipment, rooms and play areas are kept safe and hygienic at all times and as clean and tidy as is practicable.
- To help maintain the safety of equipment and premises and to report any defects to Room coordinator or Nursery manager.
- To work co-operatively as part of and where necessary to provide cover for other nursery staff.
- Attend staff meetings and make yourself available to undertake training opportunities.
- To record data to support nursery procedures under guidance as necessary.
- To maintain high standards of cleanliness and hygiene for children, equipment and environment.
- To promote equal opportunities for all in their care and promote the Kindergarten's Health and Safety policy at all times.
- To ensure accidents are attended to by a trained first aider immediately and provide comfort to sick or injured children.
- To ensure the health, safety and welfare of all users of the nursery.
- To act in accordance with national policy and current legislation relating to nurseries and those issued by Hampshire county council.

**GENERAL INFORMATION**

<b>Equality of Opportunity</b>	<ul style="list-style-type: none"><li>• To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying.</li><li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li></ul>
<b>Confidentiality and Data Protection</b>	<ul style="list-style-type: none"><li>• To treat all information acquired through employment, both formally and informally, in strict confidence.</li><li>• Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li></ul>
<b>To Contribute as an Effective and Collaborative Member of the School Team</b>	<ul style="list-style-type: none"><li>• Any other duties as reasonably required by any manager of the school.</li><li>• Participating in the ongoing development, implementation and monitoring of the business plans.</li><li>• Attend meetings as required and make a positive contribution during meetings.</li></ul>
<b>Child Protection</b>	<ul style="list-style-type: none"><li>• Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li></ul>
<b>General Policies &amp; Procedures</b>	<ul style="list-style-type: none"><li>• Being aware of and complying with policies and procedures and in particular health &amp; safety reporting all concerns to an appropriate person.</li><li>• Awareness of responsibilities of the governing bodies.</li></ul>

**Signature** \_\_\_\_\_**Date** \_\_\_\_\_

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
GCSE English & Mathematics (or equivalent qualification)	✓	
Demonstrate a commitment to working towards a suitable qualification in childcare (minimum requirement level 2)	✓	
NVQ level 3 or equivalent in childcare		✓
Paediatric first aid		✓

<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
To understand and put into practice, equal opportunities, child protection and safeguarding children	✓	
Have a genuine interest in working with children ages 0-5 years.	✓	
To be willing to undertake ongoing training/awareness sessions.	✓	
Able to use own initiative and work as part of a team.	✓	
Effective communication skills both written and verbal.	✓	
To have an understanding of the needs of children aged 0-5 years	✓	
To have a basic understanding of the Early Years Foundation stage		✓
To have some experience of working with children aged 0-5 years.		✓

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Planned and organized approach to workload.	✓	
Work accurately and methodically with attention to detail.	✓	
Maintain absolute confidentiality and integrity.	✓	
Positive 'can do' approach to tasks.	✓	
Be self-motivated and driven.	✓	
Keep calm in challenging situations.	✓	
Committed to personal development.	✓	
Professional in attitude and appearance.	✓	
Excellent record of attendance and punctuality.	✓	