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Beacon Community College, Green Lane, Crowborough, TN6 2DY Tel: 01892 611 887

Job Description - Nursery Assistant

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| **LOCATION:** | Tiddlers Nursery, Beacon Communtiy College, Green Lane Crowborough, TN6 2DY |
| **JOB TITLE:** | Nursery Assistant |
| **RESPONSIBLE TO:** | Nursery Manager and/or Deputy Nursery Manager |
| **MAIN PURPOSE OF THE JOB:** | To work effectively as part of the nursery team, providing a stimulating and caring environment for pre-school children. To support team members in providing a high standard of care and education |

**Main Functions**

**Service Delivery**

1. To work a part of a team in planning and preparation of, and to participate in, a range of activities that support the development of each childs physical, intellectual and emotional needs in line with the requirements of the Early Years Foundation Stage (EYFS)
2. To ensure that at all times the safety and wellbeing of the children in the care of Tiddlers Nursery
3. To implement activities which encourage linguistic and social interaction between the children and their carers
4. To be a keyworker for a group of children by observing, monitoring and recording each individuals development. To support the implemtation and evauation of childrens planning and progress
5. To participate in parent evenings / open days as required.
6. To communicate with parents, carers about the day-to-day needs of the children by fostering parental involvement and encouraging positive parenting skills.
7. To promote the philosophy of ‘learning through play’.
8. To help children acquire self help skills including dressing, feeding, toilet training and awareness of personal hygiene
9. To attend staff, team meetings and multi agency meetings as appropriate.
10. To participate in regular supervisions and annual appraisal sessions, setting targets, identifying training needs and reviewing performance
11. To offer support to trainees, students and volunteers as required
12. To help ensure that the nursery meets safety and hygiene requirements and to report any issues to a senior member of staff
13. To read, understand and comply with the nurserys Child Protection Policy, Health and Safety, Confidentiality Procedures and other Nursery Policies
14. To keep up to date with developments in childcare and parent education through regular training as appropriate
15. To maintain records and documentation that complies with statutory requirements, and to support others with completion of such documents
16. To ensure that everyone is treated as individuals with respect and full consideration, in line with the Nursery Equal Opportunity Policy
17. To complete such domestic duties i.e. preparing snack/lunch or cleaning the nursery/equipment
18. To complete regular observations and assessments of all the children particularly children within the relevant keyworker group

This job description sets out the duties of the post at the timeit is drawn up. The post holder may be required from time to time to undertake other duties with the nursery as may be reasonable, with out changing the general character of the duties of the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Person Specification**

Post Title: Nursery Assistant

Location: Tiddlers Nursery, Crowborough

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/**  **Source of Information** |
| **Key Skills & Abilities** | * Ability to follow instructions and work on own initiative as necessary. * Communicate effectively with parents, carers and other professionals. * Keep accurate records. * Impletment high health and safety standards. * Ability to promote a stimulating, caring and safe environment for children. * Able to establish positive relationships with children | * Ability to plan within the Early Years Foundation Stage. * Ability to assess and record children’s progress. | * Application form / Interview |
| **Education &**  **Qualifications** | * N.V.Q. 2 or 3 in Childcare and Education or equivalent. * Ability to demonstrate additional training courses attended. | EVedence of further recent and relevant training or qualifications eg child protection, food hygiene, paediatric first aid | * Application form / certificates |
| **Knowledge** | * Working knowledge of:   + Children Act 2004   + Childcare Act 2006   + The EYFS * An understanding of the Sussex Child Protection and Safeguarding Procedures * Have a thorough knowledge of child development 0-5 years. | Working knowledge of:  DfES National standards for under 8’s in daycare | * Application form / Interview |
| **Experience** | * Experience in a childcare setting * Liaising with parents and other professionals * Able to demonstrate an inclusive approach. | * A minimum 1 years experience in a childcare setting * Experience of planning based on observations of children’s attainment. | * Application form / Interview |
| **Personal Attributes** | * Pro-active and self-motivated. * Committed to giving children and families the opportunity to reach their full potential. * A commitment and ability to understand and promote our Equal Opportunities Policy. * Ability to prioritise and work under pressure. * Commitment to continuing professional development. |  |  |
| **Other** | * Willingness to work flexibly. |  |  |