

Nursery Assistant



Job Description

Post Title	Nursery Assistant
School	
Salary and Grade	
Line Manager(s)	
Contract Type	

Main purpose of the job:

- a.** To work as part of a team, under the direction of the head teacher /deputy head teacher and Senior Nursery Officer
- b.** To provide a secure, happy, caring and safe environment in which the emotional, physical, social, intellectual and spiritual needs of the children are met

A. Duties and responsibilities

- a.** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- b.** To plan activities and experiences with support from senior staff.
- c.** To be familiar with and work within the EYFS principles, curriculum and welfare requirements To supervise children in all areas and routines of the setting
- d.** To adhere to parents/carers wishes with regard to the care of children's individual needs, in line with policies and good child care practice.
- e.** To ensure that accurate observations, assessments and other records are maintained and accessible to parents/carers and children
- f.** To support and participate in initiatives and developments within the Nursery School.
- g.** To understand and be sensitive to the children's ethnic and cultural background and to promote a sense of identity and worth for each child, working closely with parents/carers as appropriate.
- h.** To liaise with parents/carers to ensure effective communication and parent partnership. To ensure care of the rooms, equipment, laundry areas and kitchen ensuring that all areas are maintained, clean and tidy.
- i.** To undertake certain light domestic duties as circumstances demand. Attendance at appropriate staff meetings, training and parents evenings.
- j.** To participate in the performance management scheme and to undertake personal professional development and training as appropriate.
- k.** To ensure all tasks are carried out with due regard to Health and Safety To adhere to the ethos of the school and promote the agreed vision and aims of the school

A. Duties and responsibilities (continued)

- a.** To ensure all tasks are carried out with due regard to Health and Safety
- b.** To adhere to the ethos of the school and promote the agreed vision and aims of the school
- c.** To set an example of personal integrity and professionalism
- d.** Be actively involved in promoting best practice and providing good professional expertise and practice
- e.** Provide demonstration of work to students, trainees and volunteers.
- f.** Any other duties as commensurate within the grade in order to ensure the smooth running of the school