



## Job Description

**Job Title:** Nursery Assistant

**Responsible to:** Room Leaders / Nursery Manager

**Purpose of Job:** To work as a keyperson and as part of the nursery team under the direction of the nursery manager/room leaders to provide safe, high-quality education and care for babies and young children.

### **Main Duties:**

1. To assist with the planning of the curriculum to meet the needs of individual children in line with the EYFS.
2. To set up the room for the daily activities and to clear/prepare the room for the next session - this includes lunchtime provisions and outside activities.
3. To act as a keyperson to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met and to maintain appropriate observations and records, with regards to eating, sleeping, changing, play and development. Meeting the EYFS requirements.
4. To have the ability to use ICT and submit information electronically.
5. To work with parents and outside agencies to provide a safe caring and stimulating learning environment for all children.
6. To advise the nursery manager/room leaders of any concerns, e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
7. To teach, play and interact with children/babies, offering an appropriate level of support and stimulation, ensuring that all children/babies are supervised at all times.
8. Change children who have wet or soiled clothing/nappies.
9. To attend staff meetings, training courses and in-house training when required. Also attend Association meetings when required to do so and support any fundraising events.
10. To carry out any cleaning jobs that are required.
11. To keep completely confidential any information regarding the children, their families or other staff which is gained as part of the job, and to sign a confidentiality agreement to that end.
12. Work within the agreed Policies and Procedures for the nursery

## Person specification

### Essential criteria:

- Full and relevant level 2 (or above) early years' qualification as defined by the Teaching Agency
- An ability to engage and play with children, with joy and enthusiasm
- GCSE grade C or above in English
- Good understanding of EYFS and child development and how to apply it in practice
- Willingness to learn
- Commitment to equal opportunities
- Commitment to young children and families
- Friendly, flexible approach
- Ability to communicate on all levels
- Good mental and physical health
- Ability to work as part of a team and to use own initiative
- Ability to use common sense and recognise quality provision
- Sense of humour

### Desirable criteria:

- Previous experience of working with young children 0-5 years
- Experience of working with children with Special Needs
- Experience of working with children up to 10 years (Holiday club)
- Good understanding of safeguarding children
- First Aid Certificate (Paediatric)
- Experience of working with a voluntary management committee
- Food Hygiene Certificate
- Knowledge of Key person system

## What we offer

Rainbow Nursery is a busy and active nursery. By joining our team, we can offer the following:

- ❖ Hourly pay based on hours worked (At national minimum wage rates for applicants age)
- ❖ Provision to opt into our Pension Scheme NEST
- ❖ 1<sup>st</sup> set of Uniform provided upon starting date
- ❖ Staff induction session
- ❖ Fun and enthusiastic children and staff to work with