



Nursery Assistant Job Description and Person Specification

TITLE OF POST: L3 Nursery Assistant

LOCATION: Wheatfields Primary & Preschool

RESPONSIBLE TO: Wheatfields Preschool Manager

JOB PURPOSE

To work as an effective member of an early years childcare team delivering a flexible, high quality childcare service that meets the needs of the children and their families. To provide a safe, stimulating environment for the children, with creative and appropriate play and learning opportunities.

JOB ACTIVITIES

To work in partnership with setting management/ staff and trainees as part of a highly motivated and professional team.

To be actively involved in nurturing home/school links

To be part of a team of early years practitioners providing safe and stimulating childcare, under the direction of the Setting Manager

To take an active part in developing activities in line with the Foundation Stage Curriculum both indoors and outdoors

To attend staff meetings and keep up to date with current childcare issues

To promote good practice in a professional and inclusive manner

To be fully involved in all activities associated with the childcare provision

To understand, work within and promote the settings policies and procedures

To share any child protection concerns immediately with the Designated Person

To adhere to the confidentiality policy of the setting

To have an understanding of the Early Years Foundation Stage Framework and the Safeguarding and Welfare Requirements and the ability to meet them

To assist with preparing and providing appropriate play and learning opportunities for the children at the setting

To act as a Key Person to a small group of children as directed by your Line Manager

To clear up after activities making sure that materials and equipment are maintained and stored properly

To liaise with parents to support the development and care of their children

To promote inclusive attitudes and practices

Assist and undertake observation/assessment and record keeping as directed by the Preschool Manager

To support the Manager in planning and delivering provision during absence

Job Activities – Standard Terms Common to all Job Descriptions

- Promote the organisation's Equal Opportunities policies
- To have due regard to the provisions of Health & Safety at Work legislation, as detailed in the Health and Safety policy
- Undertake such additional responsibilities as required by the Manager/Leader, which are commensurate with the grade and responsibilities of the post

This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

KEY CRITERIA

The key criteria describes the characteristics (skills, knowledge, experience and qualifications) that are needed to carry out the duties in the job description, and will be used as the basis for short-listing and interview.

	Essential	Desirable
Education & qualifications	Level 3 childcare qualification	Basic Food Hygiene Basic Child Protection First Aid (12 hour paediatric) Enhanced DBS Disclosure
Experience & Abilities	Experience of working as part of a team within a childcare setting	An understanding of the requirements of children with special needs Knowledge of Child Protection
Skills - Team Working - Planning & Organising - Communication	To work as part of a team Effective verbal and communication skills Ability to communicate effectively both orally and in writing An empathetic, supportive and non-	Ability to contribute to ideas for the ongoing development and improvement of the setting Responsive to change and ideas and able to adapt to new systems and flexible working patterns

	<p>judgemental attitude towards children, parents/carers and staff</p> <p>Ability to respect confidentiality</p> <p>A belief in the importance of effective and inclusive communication with children using a range of verbal and non-verbal techniques</p>	
Personal Qualities - Interpersonal skills	<p>Committed to continuing professional development</p>	

Wheatfields Primary and Preschool
September 2024