



# Nursery Assistant

## Job Description and Person Specification

### Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

**Post title:**

Nursery Assistant

**Hours of work:**

8:30 am – 3:30 pm, Monday to Friday, Term Time

**Remuneration:**

Commensurate with experience

**Responsible to:**

Head Teacher

**Main Responsibilities:**

To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage working with students aged 2-3. This is a physically demanding job which requires an adequate level of mobility and fitness, which will include;

- To have an understanding of children's development, their needs and the provision of positive play
- To demonstrate a genuine care for children.
- To care for and supervise the group of children assigned to you; ensuring their safety at all times.
- To take an interest in the children and their families, to treat them as individuals and with respect at all times.
- To create an interesting and stimulating environment for the child to develop all their skills.
- To provide at all times a warm and caring environment for babies and to be as consistent as possible regarding that environment.
- To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development.
- To ensure positive management of children's behaviour.
- To carry out housekeeping duties as appropriate.
- To ensure the ethos, implementation and legal requirements of the Early Years Foundation Stage

	<ul style="list-style-type: none"> <li>To support senior members of staff to ensure put appropriate Child Protection procedures into practice.</li> <li>To ensure that all information pertaining to Hopscotch, its operation, children, staff and parents remains confidential.</li> </ul>
<b>Professional Standards and Development</b>	<ul style="list-style-type: none"> <li>To promote at all times good relations between staff members, parents and children, and at all times promote the good name and ethos of the School.</li> <li>To be a role model to pupils through personal presentation and professional conduct.</li> <li>To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.</li> <li>To cover for absent colleagues as is reasonable, fair and equitable.</li> <li>To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.</li> <li>To establish effective working relationships with professional colleagues and associate staff.</li> <li>To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.</li> <li>To undertake any reasonable task as directed by the Head of Science and Senior Leadership Team.</li> <li>To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> <li>To train in basic first aid.</li> <li>To be familiar with and implement the relevant requirements of the current SEN Code of Practice.</li> <li>To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> <li>have SEN;</li> <li>are gifted and talented;</li> <li>are not yet fluent in English.</li> </ul> </li> </ul>

### Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Excellent literacy and numeracy skills. A teaching assistant qualification or the equivalent gained through experience.</li> </ul>	<ul style="list-style-type: none"> <li>Further qualifications with regard to child protection and/or SEN.</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p>

			Professional references
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children aged 2+ , preferably within an educational context.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of working in education.</li> <li>• Experience of working with children with special educational needs.</li> </ul>	Application Form Production of the Applicant's certificates Interview Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• An ability to communicate effectively both verbally and in writing.</li> <li>• An ability to devise and implement a range of strategies to support learning and enjoyment of learning.</li> <li>• Good literacy and numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to 1st Aid at Work Level</li> <li>• To contribute to the overall development of the school</li> </ul>	Contents of the Application Form Interview Professional references
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for working with children.</li> <li>• A commitment to overcoming barriers to learning.</li> <li>• An ability to inspire confidence.</li> <li>• A positive attitude.</li> <li>• An ability to strike a good professional rapport with children, staff and parents.</li> <li>• Being a positive role model.</li> <li>• To be flexible to the needs of the students.</li> </ul>		Contents of the Application Form Interview Professional references