



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title: Nursery Assistant
Reporting to: Nursery Class Supervisor/Deputy Manager
Contacts: Staff, Nursery Children, Parents/Carers

JOB SUMMARY

Work in partnership with the parents/carers to create a happy and stimulating environment where children can develop to the full their emotional, physical, social and intellectual potential in an attractive, safe and healthy environment.

The highest standards of care should be provided for the children at all times. Decisions regarding the safety, well-being and security of the children are paramount at all times.

PRINCIPAL ACCOUNTABILITIES

Working with children

- Care for the physical, intellectual, emotional and social well-being and development of the children.
- Assess the children in order to plan a variety of stimulating activities to develop the children to their full potential.
- As a keyworker, maintain relevant children's developmental records.
- As required, supervise in the playground and assist with lunch duty.
- Establish caring relationships with children and parents within an equal opportunity and non-judgmental framework.
- Work in partnership with parents to provide the best care possible for their children.
- Promote full, consistent and relevant exchanges of information with parents and colleagues in a professional manner.
- Promote positive cultural images in both general attitudes and creative activities to ensure that all children, regardless of cultural or religious influences, are seen as valuable members of society.
- Maintain high standards of hygiene, cleanliness and safety within the secure environment of Nursery.

Work with staff

- Support the Class Supervisor with the preparation of tasks and activities as necessary for the creation of the Nursery environment.

Updated: 23/10/2017

- Provide support for Supervisor and colleagues.
- Accept guidance from Supervisor/Deputy Manager/Nursery Manager.
- Assist in the setting up and clearing away of activities.

Generally

- Prepare mid session drinks and snacks for the children, clear away.
- Assist the children in the toilets. Change the children if they have an accident and are wet or have soiled their underwear.
- Deal with minor accidents liaising with the school nurse as appropriate.
- Photocopying of work sheets etc, displays in the classrooms.
- Be versed in all Nursery policies.
- Attend training sessions as appropriate.

Occasional Duties

- Assist with outings, Christmas singing and parties, sports events, coffee mornings and fundraising activities.
- Attend sessions for new children/parents.
- Participate in Nursery/School Open Mornings as required.
- It is expected that in an emergency or unusual situation, all staff will do whatever duties are necessary to ensure the effective operation of the Nursery.

CONDITIONS OF SERVICE

Bank work as and when required to cover staff absences and requirements of each rota period. The Nursery is open between 8.00am and 6.00pm Monday to Friday for 51 weeks of the year and bank staff could be invited to cover shifts between 7.30am and 6.30pm on part or full days, depending on the requirements at the time. The school has no obligation to offer any regular hours and in turn, the job holder will have no obligation to accept hours. Payment will be made via our payroll, following receipt of an authorised timesheet confirming hours worked.

This job description reflects the present requirements of the position. The job description will be reviewed and amended as required.