

Job Profile

Job Title: Nursery Assistant

Job No:

Reports to: Nursery Manager

Hours: TBA, Term Time Only

Location: Highbury Nursery & Day Care

Salary: Trust Grade 2

Function of the post:

Under the direction of the Nursery Manager to assist in providing a high standard of childcare for children aged between 6 months and 5 years within a stimulating, friendly and positive environment that is physically and emotionally secure. Children's welfare must be of paramount importance together with the commitment to deliver the highest quality education and care.

Principal Accountabilities

1. Be part of a childcare team with specific responsibilities relating to the children attending the Nursery.
2. Maintain at all times a high standard of professional conduct and a child-centred approach to the care provided in accordance with national and Nursery policies/procedures, current legislation, the curriculum, registration requirements and other guidelines issued by Portsmouth City Council and Ofsted.
3. Work with all staff on the day to day running of the nursery.
4. Act as a role model to staff and children.
5. Working 1:1 with children with special educational needs as required.
6. Assist with the implementation of a range of activities to ensure that the physical, intellectual, emotional and social needs of each child are properly met.
7. Prepare materials and equipment at the start of each session and clearing away at the end. All toys, equipment, rooms and play areas must be kept safe and hygienic at all times and as clean and tidy as is practicable. This will involve damp dusting, minor cleaning and mopping up of spillages etc. but will exclude major cleaning.
8. Ensure that toys and equipment are properly used, withdrawing immediately or rendering harmless any potentially dangerous items and arranging repair or proper disposal thereafter. Also reporting immediately to the School Office any repair or maintenance work required to the fabric of the building.
9. Ensure that all appropriate staff are kept informed of the physical and emotional security of the children and that anything about a child that gives cause for concern is reported to the Manager immediately and acted upon accordingly.
10. To develop and maintain good relationships with parents and provide them with positive feedback on their child's day.
11. Administer first aid when appropriate.

12. Have regard to health and hygiene in the preparation and handling of food.
13. Supervise the children at meal times and feeding as necessary.
14. Attend to the physical needs of the children, generally fostering their development, independence and self-reliance, liaising with the children's parents/guardians at all times to help achieve this.
15. Adopt a flexible and teamwork approach to work at all times including providing the necessary cover for other staff in emergency situations etc. as directed by, and within the limits of registration requirements.
16. Attend staff meetings as required and be willing to undertake appropriate training.
17. Support the Nursery in positively marketing the services.
18. Follow all school policies with specific reference to the Behaviour, Child Protection, Health and Safety and Learning and Teaching policies
19. Be responsible for your own health, safety and welfare as well as the users of the Nursery in both normal and emergency situations in accordance with Nursery guidelines. Also being fully conversant with fire drills and other emergency procedures and taking responsibility for the children under your care.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Staff will be subject to a satisfactory Disclosure Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>GCSE Grade C or above in Mathematics and English Language, or equivalent qualification or skill level</p> <p>Level 2 or 3 Qualification in Early Years</p> <p>General understanding of effective strategies that underpin positive behaviour and which recognises and rewards effort and achievement</p> <p>Knowledge of current national policies relevant to child protection and health and safety within a nursery school environment</p> <p>Qualified as a Paediatric First Aider or willingness to train</p>	<p>Knowledge of current in-school interventions to support pupil progress</p> <p>Knowledge of safeguarding and Health and Safety requirements within a nursery school environment</p>	<p>Application Interview</p> <p>References</p>
Skills	<p>To provide safe, high quality care and education for young children, meeting their individual needs</p> <p>Good interpersonal and communication skills that enable instructions to be understood by pupils at differing levels that promotes learning and understanding</p> <p>Ability to communicate effectively and build good working relationships with staff, parents, carers and other stakeholders relevant to the post</p> <p>Relevant skills that enable effective review and feedback on child progress</p> <p>Problem solving skills</p> <p>Computer literate with the ability to positively promote the use of ICT in pupil learning</p> <p>Good spelling and mathematics skills</p>	<p>Skilled in working under the direction of the room leader and manager</p>	<p>Application Interview</p> <p>References</p>
Experience	<p>Establishing positive relationships with children that encourages and enables child development</p> <p>Experience of implementing strategies that promote positive behaviour</p> <p>Working with young children in a similar setting and relevant environment</p>	<p>Nursery Nurse in a similar setting</p> <p>Experience of working within an Academy</p>	<p>Application Interview</p> <p>References</p>

Personal attributes	<p>Positive and approachable, with patience and the presence to inspire confidence and trust, combined with an enthusiasm to see children progress and develop</p> <p>Willing to work flexibly as the needs and demands of the nursery fluctuate</p> <p>Adaptable and sensitive when dealing with challenging situations with the ability to be reflective and self-critical and to respond to feedback, understanding the need for confidentiality</p> <p>A nurturing nature which will support and develop the well-being of all pupils</p> <p>Strong working ethos with a high level of commitment to the nursery and its values</p> <p>Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community</p>	Good understanding of work / life balance	Interview References