



Nursery Assistant

Job purpose

As a member of the Nursery School team, the Nursery Assistant's role is to support the Nursery Manager and Nursery Supervisory team in providing a happy, safe, secure and stimulating environment for children in the nursery, ensuring that legislative and Registration requirements are followed and guidelines as to the Safeguarding of children are adhered to.

Duties and responsibilities

A Nursery Assistant is responsible for the wellbeing and care of the children attending the nursery, ensuring that all care services offered are in line with agreed internal and external policies and legislative requirements and supports the delivery of the nurseries overall objectives.

Service Responsibilities

The Nursery Assistant is responsible for the provision of efficient and effective care and engagement services, specifically including but not limited to:

- Providing an attractive, engaging, stimulating range of equipment, activities & displays, indoors and out;
- Maintaining close, effective, working partnerships with parents/carers to ensure the wellbeing of their children;
- Contributing to the development of policies and procedures to meet with the requirements for Registration; ensuring that they are fully understood and adhered to;
- Recognising and maintaining the importance of confidentiality;
- Working in a professional, efficient and caring manner at all times;
- Be willing and able to work towards gaining a full working knowledge of the requirements for Registration, registered by the Education, Sport & Culture Department under the terms of the Day Care of Children [Jersey] Law 2002;
- Working within a team, positively contribute to the provision of effective planning of an appropriate curriculum;
- Observing, monitoring and recording the development of each child in their key-worker group;
- Attending regular room/staff meetings- weekly/monthly for discussion, planning and development of good practice;
- Maintaining all equipment in good repair to ensure the highest degree of safety and presentation standards, reporting any defects promptly to the Team Leader.
- Offering support to the training of new staff/students within the setting;
- Attending all staff meetings, parents meetings as required;
- Collecting small amounts of monies and funds from Fundraising initiatives;
- Accounting for and the administration of children's medication;
- Recording all accidents/incidents in the appropriate format;
- Undertaking regular audits of their allocated area;
- Building and maintaining relationships with other professional agencies; and
- Undertaking a minimum of 12 hours Continuous Professional Development per year as stated in the requirements for Registration

The above does not purport to be an exhaustive list of duties but is intended to indicate the range and type of duties required. The duties of the post may alter to reflect changing practices within the Parish strategy.

Parish Wide Responsibilities

- Participate in the development of health and safety plans for the nursery;
- Champion the objective "to meet our customers' needs and expectations" across all Parish activities
- Engendering a reciprocal positive, supportive culture; where staff and stakeholders are engaged

Engagement with Parish Life

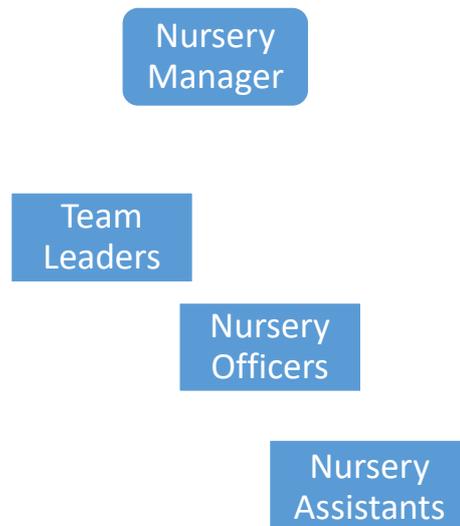
As a Nursery Assistant within the Parish, the post holder is expected to proactively engage in Parish life and demonstrate the appropriate ambassadorship of the Parish at all times.

Working conditions

This role will be based in the nursery. The nature of this role may require some attendance at meetings and events outside of normal working hours.

Reporting Lines

This role reports directly to the Nursery Officers



Person Specification

Criteria	Essential	Desirable
Qualifications <ul style="list-style-type: none"> • NVQ level 2, level 3 or equivalent is essential; • Literacy & numeracy to a minimum of GCSE grade C or equivalent as the job involves writing reports & keeping records. • A full working knowledge of the requirements for Registration to be attained. • Current certificate in Child Protection. • Current certificate in First Aid • Current certificate in HIV/Aids/Hepatitis • Current certificate in Basic Food Hygiene • DBS clearance 	X X X X X X X	
Previous experience <ul style="list-style-type: none"> • The post holder will have experience of working within a nursery and / or with children in a care / education setting. 	X	
Special attributes <ul style="list-style-type: none"> • The ability to work as part of a committed, enthusiastic team; • The ability to relate to young children showing sensitivity to their needs and respect their achievements; • A creative and nurturing approach to engaging with children; • Effective interpersonal skills to meet the high demanding needs of the children and their parents/carers; • Good organisational and clerical skills; • A high level of fitness for the lifting & carrying of children and equipment; • Ability to multi-task as various priorities can occur at the same time. 	X X X X X X X	

Approved by:	<i>Chief Executive Officer</i>
Date approved:	<i>Xx/xx/xx</i>
Scheduled Review Date:	<i>2020</i>