

Salary:	£10ph Actual Salary £14,527.50
Accountable to:	Senior Nursery Lead
Place of Work:	Wordsworth Primary and Nursery School
Hours:	32.5 hours per week, term time only

Role Remit:

To assist the Nursery Assistants to deliver the learning and play activities of pupils within the unit on a day to day basis reporting to the room leader/class teacher as required; and support other staff and other voluntary personnel working in the nursery, providing absence cover as required.

Main Responsibilities:

- To ensure at all times the physical and emotional security of all children, bringing to the attention of your designated safeguarding lead anything about a child which gives cause for concern.
- To participate in the education development theme implementation of individual pupils and pupils generally. To provide and supervise play experiences for the children in line with nursery policy.
- To help maintain the safety, security, personal and emotional welfare of the children.
- To liaise on a regular basis with the Senior Nursery Lead/ Room Lead to ensure each child's development records are accurately maintained and educational continuity is supported and maintained.
- To take part in child development reviews and assist in the formal assessment on enrolment and subsequent of development of pupils.
- To assist in supervising meal times when required.
- To be aware of general health, safety, welfare and hygiene standards and ensure that standards are met in line with pre-school/nursery policy.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?

- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

