JOB DESCRIPTION

NURSERY ASSISTANT

Job title:	Nursery Assistant		
School:	Bearwood Primary and Nursery School	**Grade**:	Band C, SCP 3-4
Reports to:	Senior Nursery Leader/Early Years Foundation Stage Lead		

Main job purpose

To assist the Senior Nursery Leader (SNL) manage the learning and play activities of pupils within the nursery on a day to day basis reporting to the SNL/Early Years Foundation Stage (EYFS) Lead as required; supervise and support voluntary personnel working in the nursery, providing absence cover as required.

Main responsibilities and duties

1. To ensure at all times the physical and emotional security of all children, bringing to the attention of the SNL/EYFS lead anything about a child which gives cause for concern.

2. To participate in education development theme planning and implementation of individual pupils and pupils generally. To provide and supervise play experience for the children in line with school policy.

3. To help maintain the safety, security, personal and emotional welfare of the children.

4. To liaise on a regular basis with the SNL/ EYFS lead to ensure each child's development records are accurately maintained and educational continuity is supported and maintained.

5. To take part in child development reviews and assist in the formal assessment on enrolment and subsequent development of pupils.

6. To assist in supervising meal times when required.

7. To be aware of general health, safety, welfare and hygiene standards and ensure that standards are met in line with school policy.

8. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Essential: Previous experience of working in a pre-school/nursery environment, with formalised training in Early Years Care and Education to NVQ 2 or equivalent national occupational standards

Desirable: Early Years Care and Education, NVQ 3 or equivalent, a current first aid certificate, some experience of administration.

Supervision and management

Supervision will be provided by the SNL or EYFS lead. In working with the pupils it is expected that the postholder will exercise a degree of discretion within stated boundaries in accordance with the individual learning plan for that pupil or pupils without reference to the SNL.

There may be a requirement to supervise voluntary workers.

Problem solving and creativity

Key contacts and relationships

Regular and on-going contact with the school's EYFS lead, external agencies, parents and service contractors and providers.

The postholder will be appraised by the SNL/EYFS lead on a regular basis.

Decision making

Decisions will need to be made on a daily basis as to the response to pupil attendance and behaviour/conduct whilst attending the nursery and the programme of activity and learning. Ad hoc decisions will need to be made on such matters as referral of pupil accidents, injuries and development.

Decisions as to the involvement of external agencies (e.g. Social Services) will be made by the postholder in consultation with the SNL and attendance and contribution at case conferences may be required.

Resources

Office equipment – Telephone, computer, photocopier/printer

Education equipment – pupil learning materials and equipment, including activity equipment, sand pits, climbing equipment, paper and painting materials.

Working Environment

The range of areas, number of classrooms/halls etc will depend on the particular nursery.

Most of the working day is spent standing, with periods of crouching/bending to engage pupils in activities.

Occasional substantial physical effort is required in providing assistance to pupils. There may be an occasional need to physically lift pupils such as for safety or care needs and occasional unpleasant conditions relating to pupils' personal hygiene needs.

A normal nursery/school environment, although the job holder may be involved in external activities, such as swimming and educational visits.