

Nursery Assistant

Purpose of Post

- 1 To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Setting;
- 2 To give support to other personnel within the Setting;
- 3 To implement the daily routine in the base room.

Key Areas

- 1 Work with Children;
- 2 Team Work;
- 3 Liaise with Parents/carers.

Responsible to

Managers and Deputy Managers

Duties and Responsibilities

- 1 Assist in providing activities suitable to the age range of children in your area in conjunction with other staff;
- 2 Use the tablet to record regular observations on the children in your area.
- 3 Work alongside parents/carers of children with additional needs to provide full integration in the Setting;
- 4 Support all staff and engage in a good staff team;
- 5 Liaise with and support parents/carers and other family members;
- 6 To attend ALL out of working hours activities, eg training, monthly staff meetings, parents/carers evenings summer fayre, Christmas party, etc;
- 7 To be flexible within working practices of Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, eg preparation of snack meals, cleansing of equipment etc;
- 8 Work alongside the manager and staff team to ensure that the Montessori philosophy is fulfilled;
- 9 Look upon the Setting as a "whole" where your help can be most utilised, be constantly aware of the needs of children;
- 10 Ensure child is collected by someone known to Setting;
- 11 To respect the confidentiality of information received;
- 12 To develop your role within the team especially with regard as a key person;
- 13 Specific Child Care Tasks:
 - The preparation and completion of activities to suit the child's stage of development;
 - To ensure that mealtimes are a time of pleasant social sharing;
 - Washing and changing children as required;
 - Providing comfort and warmth to an ill child;
- 14 To ensure the Setting is of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- 15 To be aware of the high profile of the Setting and to uphold its standards at all times;

Essential	Desirable
<p>Skills, aptitude, knowledge and Experience:</p> <ul style="list-style-type: none"> • Enthusiasm for working with young children • An interest in the care, learning and development of young children • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Previous experience of caring for, or working with children in a voluntary or paid capacity • An understanding of the Early Learning Goals • Knowledge of the National Standards for the regulation of Childcare provision 	<ul style="list-style-type: none"> • An understanding of Montessori philosophy
<p>Personal qualities</p> <ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Flexibility – occasionally working hours might be changed, eg. if the setting hosts a Parent’s Evening • Able to work in small teams 	
<p>Qualifications</p> <ul style="list-style-type: none"> • A positive approach to completing relevant short courses and qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • Completion of a recognised Level 3 Childcare qualification, eg. NVQ 3 in Children’s Care, Learning and Development 	<ul style="list-style-type: none"> • Health & Safety certificate • First Aid certificate • Completion of other relevant courses (i.e Safeguarding level 2)

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained as soon as an offer of employment is made.