



Job Description

Section I.

Job Title:	Nursery Assistant for Daycare (0-3 year olds)
Terms and Conditions:	Hours: 27.5 hours per week – flexible (All year round, 50.3 weeks per year) Grade: 3
Line Manager:	Lead Practitioner/ Senior Keyworker

Section II. Function or Purpose

- To assist the Key Workers in providing consistent, high quality, integrated care and education for children aged 0 – 3 years in the Daycare provision.

Section III. Core Duties

Under the overall direction of the Senior Management Team and Lead Practitioner:

- Follow the guidance and instructions of the Key Workers to execute the policies and action plans relevant to the Daycare Provision.
- Participate in the creation of an environment in which each child's all round development is fostered.
- Under the direction of Orchard Room Nursery Nurses carry out activities that are designed to ensure that all children's learning needs are met. Evaluate and feedback activities you have carried out.
- Involve yourself actively (where appropriate) with all children in their activities; stimulate, encourage and extend these explorations.
- Maintain good order and discipline among the children to ensure their well being and safety (noting relevant policies including Health & Safety, Child Protection etc.).
- Observe the children's play and behaviour and report your observations to each child's Key Worker.
- Encourage close involvement of parents and carers in all aspects of their child's development and nursery activities.
- At all times, demonstrate respect for children's life experience and diversity in terms of language, ability, culture, race and religion.
- Ensure the happiness and security of all children by providing high standards of integrated care and education.

Section III. Core Duties continued

- In co-operation with the staff team, arrange (and keep attractive) the environment including appropriate displays.
- Participate in the care and maintenance of the children's equipment.
- Attend and participate in staff meetings, in-service training and other professional development opportunities as required.
- Aware of and abide by relevant policies, procedures and standards required by Bognor Regis Nursery School, LA, Social Services and OFSTED,
- Assist with students and work experience pupils on placements.
- Support the team by setting up the dining area and clearing away at the end of mealtimes.
- Preparing food, using the temperature probe to check and record the temperature of hot food.
- Empty and load the dishwasher/washing machine and wash up as required.
- Promote the Daycare provision as a high quality facility within the community.
- Undertake any other tasks necessary to maintain the wellbeing of the children and ensure the smooth running of the nursery.
- Have a responsibility towards safeguarding and promoting the welfare of children.
- Undertake any other tasks or duties as may reasonably be expected of the post holder.
- Understand the integrated nature of the provision and ensure that excellent channels of communication are maintained at all times.

Bognor Regis Nursery School
Person Specification
Nursery Assistant for Daycare

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: application form / interview / reference
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 3 in Childcare and Education • Education to GCSE level • First Aid 	<p>D</p> <p>E</p> <p>D</p>	<p>Application Form</p>
<p>Experience</p> <ul style="list-style-type: none"> • At least one years experience working with children aged 0 – 3 years. • Working in a nursery setting 	<p>D</p> <p>D</p>	<p>Application Form/Reference</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of the development of children aged 0 – 3 years. • Detailed knowledge of the needs of these children (e.g. emotional, physical, intellectual, nutrition etc). • Demonstrate suitability to work with children <p>Skills:</p> <ul style="list-style-type: none"> • Good interpersonal and communication skills to develop effective relationships with children, colleagues, parents and carers. <p>Abilities:</p> <ul style="list-style-type: none"> • To follow instructions from Key Workers to provide care and education to children. • To make accurate observations of the children and report to Key Workers. • To work as part of a team to ensure children receive consistent, high quality care and education. • To work on own initiative where appropriate. • To form good working relationships with parents and professionals from a wide range of social, cultural and ethnic backgrounds and to value parental involvement. 	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>Interview</p> <p>Interview</p> <p>Interview/Reference/DBS</p> <p>Interview</p> <p>Interview/Reference</p> <p>Interview/Reference</p> <p>Interview/Reference</p> <p>Interview/Reference</p>

<p>Other</p> <ul style="list-style-type: none"> • To be committed to working to a high standard at all times. • To be committed to providing equal opportunities to all adults and children. • Reliable and punctual. • Enjoys working as part of a team. • Willingness to undertake training and a commitment to personal and professional development. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Interview/Reference</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
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