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####  Job Description – Bank Staff Nursery Assistant

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# Section I.

**Job Title:** Supply Nursery Assistant

**Terms and Conditions:**  Hours: As required to cover staff sickness, annual leave etc.

 Grade: 3

**Line Manager:** Deputy Headteacher

**Post Accountable to:** Headteacher

# Section II. Function or Purpose

* To provide high quality, integrated care and education for children aged 0-5 years.
* To work in a variety of areas daily to cover staff throughout the Nursery School and Centre.

# Section III. Core Duties

In conjunction with the Key Workers:

* Ensure the happiness and security of the children by providing high standards of integrated care and education.
* Carry out the Key Workers’ planning to foster children’s all round development both inside and in the garden.
* Observe and record the play and behaviour of individual children and share this information with Key Workers.
* 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 safety and wellbeing.
* Ensure that all equipment is tidied away and the area is left neat and clean at the end of each session.
* Provide a service that respects children’s life experience and celebrates diversity in terms of language, ability, culture, race and religion.
* Participate in the care of the children’s equipment.
* 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.
* Such other duties as may reasonably be expected of the post holder.

##### Bognor Regis Nursery School

##### Person Specification

##### Supply Teaching Assistant

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| **Personal Attributes required**(on the basis of the job outline) | **Essential (E)****or****Desirable (D)** | **To be identified by:**application form / interview / reference |
| **Qualifications*** NVQ3 in Childcare and Education or Playwork, NNEB, BTEC or equivalent
 | E | Application Form/Reference  |
| **Experience*** At least one years’ experience working with children aged 0 – 5 years
 | E | ApplicationForm/Reference |
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| **Knowledge:** |  |  |
| * Knowledge of the development of children aged 0-5 years
 | E | Application Form/Interview |
| * Detailed knowledge of the needs of these children (e.g. emotional, physical, intellectual, nutrition etc)
 | E | Application Form/Interview |
| * Health & Safety Procedures
 | D | Application Form/Interview |
| * Demonstrate suitability to work with children
 | E | Interview/Reference/DBS |
| **Skills:*** Good interpersonal and communication skills
 | E | Interview/Reference |
| * Good verbal and written communication skills to form effective relationships with children, parents and colleagues
 | E | Interview/Reference |

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| **Abilities:*** To provide high quality integrated care and education at all times
* To deliver appropriate activities to satisfy the developmental needs of children aged 0-5 years
 | EE | Interview/ReferenceInterview |
| * To make accurate observations of the children and report to Key Workers
 | E | Application Form/Interview |
| * To work on own initiative
 | E | Application Form/Interview/Reference |
| To work within a child protection framework | E | Interview |
| * To form good working relationships with parents and professionals from a wide range of social, cultural and ethnic backgrounds and to value parental involvement
 | E | Interview |
| Other* To be committed to providing high quality, integrated care and education
 | E | Interview |
| * To be adaptable and resilient
 | E | Interview/Reference |
| * To be committed to providing equal opportunities to all adults and children
 | E | Interview/Reference |
| * Reliable and punctual
 | E | Interview |
| * Enjoys working as part of a team
 | E | Interview |
| * Willingness to undertake training and a commitment to personal and professional development
 | E | Interview |