### 

#### Job Description – Bank Staff Nursery Assistant

### 

# 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

|  |  |  |
| --- | --- | --- |
| **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 | Application  Form/Reference |
|  |  |  |
| **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 |

|  |  |  |
| --- | --- | --- |
| **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 | E  E | Interview/Reference  Interview |
| * 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 |