EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Nursery Assistant (Qualified)

School: Pevensey & Westham School

Grade: Single Status 4

Responsible to: Nursery Supervisor/ Manager/Nursery Teacher

Responsible for:Purpose of the Role:

To work effectively as part of the Nursery team, providing a stimulating and caring environment for all children. To support team members to provide a high standard of care and education in line with the Early Years Foundation Stage Framework and Statutory guidance.

Work with the Reception Team to get children ready for starting school.

Key tasks:

1. Plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential. Follow set plans for children with SEND and plans from outside agencies e.g. speech therapists.
2. Implement activities which encourage linguistic and social interaction between the children and their carers.
3. Be a key worker for a group of children by observing, monitoring and recording each individual's development, including identifying when a child is not making expected progress.
4. Support unqualified nursery assistants in the implementation and evaluation of children's planning and progress, implementing activities.
5. Attend parent's evenings/open days as required.
6. Communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills.
7. Promote the philosophy of 'learning through play' and support other staff to be able to do this.

8. Support children in acquiring self-help skills including dressing, feeding, toilet training and an awareness of personal and oral hygiene.
9. Attend staff and team meetings, feedback to others as appropriate
10. Help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff and support other staff to be able to do this.
11. Be aware of and comply with the Nursery's Child Protection Policy, Confidentiality Procedures and other Nursery Policies and ensure other staff members are aware and implementing this
12. Keep up to date with developments in childcare through regular training as appropriate.
13. Maintain records and documentation that comply with statutory requirements, including Statutory and non statutory report writing and assessmentsand to support unqualified nursery assistants with the completion of such documents. Ensure that everyone is treated as individuals with respect and full consideration, in line with the Nursery Equal Opportunities Policy.

    Addendum (delete if not applicable)
14. Administer medication if required and once training has been completed.

PERSON SPECIFICATION

Essential education and qualifications

1. RQF level 2 qualification in Early Years.
2. RQF level 2 Maths and English.

Essential key skills, abilities, knowledge, experience, values and behaviours

3. Ability to follow instructions or work on own initiative as necessary.
4. Ability to communicate effectively with parents, carers and other professionals.
5. Able to converse at ease with customer and provide advice in accurate spoken English.
6. Ability to keep accurate records.
7. Ability to implement high health and safety standards.
8. Ability to work effectively as part of a team.
9. Ability to establish positive relationships with children.
10. Working knowledge of the Children Act 1989 and current legislation.
11. An understanding of children's development.
12. An understanding of Early Years Foundation Stage Framework (Development Matters/ Birth to Five Matters).
13. Experience of working with children.
14. A commitment to giving children and families the opportunity to reach their full potential.
15. A commitment to Equal Opportunities.
16. Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge, statutory and non statutory training such as first aid, safeguarding and food hygiene.

A commitment to continuing professional development.Desirable key skills, abilities, knowledge, experience, values and behaviours

17. Evidence of further recent and relevant training or qualifications.
18. Qualified in Paediatric First Aid or willingness to qualify.
19. Experience of working in a childcare setting.

20. SEN (Special Educational Needs) experience or training.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	**Applicable to role**
Using display screen equipment	Yes
Working with children and/or people with care and support needs	Yes
Moving and handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift or night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and/or vibration	Yes
Food handling	Yes
Exposure to blood or body fluids	Yes