EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Nursery Assistant (Unqualified)
School:

Grade: Single Status 3

Responsible to: Nursery Supervisor/ Nursery Teacher

Purpose of the Role:

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

Key tasks:

1. Help 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.
2. Assist the qualified staff with activities to encourage linguistic and social interaction between the children and their carers.
3. Work with a key group of children under the supervision of the Nursery Supervisor/Teacher/Manager, observing, monitoring and recording each individual's development.
4. Attend parent's evenings/open days as required.
5. Promote the philosophy of 'learning through play'.
6. Support children in acquiring self-help skills including dressing, feeding, toilet training and an awareness of personal and oral hygiene.
7. Attend staff and team meetings as appropriate.
8. Help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
9. Be aware of and comply with the Nursery's Child Protection Policy, Confidentiality Procedures and other Nursery Policies.
10. Keep up to date with developments in childcare through regular training as appropriate.

11. Work under supervision to maintain records and documentation that comply with statutory requirements.
12. Ensure that everyone is treated as individuals with respect and full consideration, in line with the Nursery Equal Opportunities Policy.

PERSON SPECIFICATION

Essential education and qualifications

1. RQF level 2 Maths and English.

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

2. Ability to follow instructions or work on own initiative as necessary.
3. Ability to communicate effectively with parents, carers and other professionals.
4. Ability to converse at ease with customer and provide advice in accurate spoken English.
5. Ability to implement high health and safety standards.
6. Ability to work effectively as part of a team.
7. Ability to establish positive relationships with children.
8. An understanding of children's development.
9. A commitment to giving children and families the opportunity to reach their full potential.
10. A commitment to Equal Opportunities.
11. Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.
12. A commitment to continuing professional development.

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

13. Experience of working with children.
14. Working towards RQF level 2 in Early Years.
15. Qualified in Paediatric First Aid, or a willingness to qualify.
16. Experience of working in a childcare setting.

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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