



UNIVERSITY OF
BIRMINGHAM

Day nurseries



Nursery Assistant Job Description

The role of the Nursery Assistant is to ensure that all children attending The Elms Day Nursery receive high quality care, are kept safe, and receive rich and stimulating play experiences which meet their individual needs and support all aspects and components of the Early Years Foundation Stage curriculum.

At the Elms we work with children, parents, external agencies and the community to ensure the welfare and safety of children to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and be safe from any abuse in whatever form.

Position Details

Elms Day Nursery

Location: University of Birmingham, Edgbaston, Birmingham UK

Part time starting salary the range £18,000

Grade 2

Part time 28.5 hours- Monday, Tuesday and Wednesday

DBS Clearance Required

Our offer to you

People are at the heart of what we are and do.

The University of Birmingham is proud to have been a part of the City of Birmingham and the wider region for over 100 years, and we are equally proud to be recognised as a leading global university. We want to attract talented people from across the city and beyond, support them to succeed, and celebrate their success.

We are committed to helping the people who work here to develop through our sector-leading Birmingham Professional programme which provides all professional services staff with development opportunities and the encouragement to reach their full potential. With almost 5,000 professional services jobs in a wide range of functions in



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Edgbaston and in our campus in Dubai, there are plenty of opportunities for you to be able to develop your career at the University.

We believe there is no such thing as a typical member of staff and that diversity is a source of strength that underpins the exchange of ideas, innovation, and debate. We warmly welcome people from all backgrounds and are committed to fostering an inclusive environment where diversity is at the heart of who and what we are, and how we work.

Supporting our people to achieve a healthy work/life balance is important both to our employees and to the success of the University and, depending on the role, we offer a variety of flexible working arrangements. We, therefore, welcome discussions on all forms of flexible working.

Find out more about the [benefits of working for the University of Birmingham](#)

On campus, there is also a state-of-the-art sports centre with a pool, shops, places to eat and drink, an art gallery, a museum, and botanical gardens.

Job Summary

This role will be working with various age groups from 6 weeks-4 years supporting both the children and colleagues and entail light domestic duties as and when required in the playrooms.

This role as a Nursery Assisitant is working up to 28.5 hours per week for a private early years day nursery based in leafy Edgbaston, next to the University of Birmingham campus offering excellent public transport links. You will receive a generous package of benefits including:

- 40 days paid holiday a year (depending on working hours)
- 1 paid day a year for volunteering
- 2 paid staff training days
- Occupational sick pay
- Discounted gym membership at the new sports centre
- Recognition scheme
- Staff discount on childcare
- An in-depth induction to the nursery including EYFS
- Ongoing training and development opportunities



- **Main duties**

- Provide high quality, positive care for children through social, emotional, educational, and practical interaction, nurturing, and guidance.
- Make sure the children are kept safe, are well, and that Child Protection Procedures are followed.
- Contribute towards observations and keep recording of the activities and progress of children.
- Partner with parents/carers to keep them informed of their child's day and progress.
- Organise, maintain and ensure a clean, tidy, hygienic, safe, child-friendly environment.
- Help to supervise activities such as arts and crafts, cooking, reading, music, and outdoor and physical activities.
- Maintain toys and equipment.
- Feed babies and ensure the nutritional needs of children are met, complying with Food Safety Regulations.
- Change nappies and help children with potty/toilet training.
- Help children to learn social, emotional, numeracy, language, and practical skills.
- Work with staff within the nursery to provide a high quality nursery service.
- Work with outside professional bodies or agencies as appropriate.
- Implement the daily routine of the nursery.
- Participate in meetings out of hours annual staff meeting
- Follow the nursery's practices, processes, and procedures. E.g. positive behaviour management techniques.
- Learn about developments in childcare and undertake training as required.
- Ensure the health and safety of colleagues and children, complying with all Health and Safety requirements.
- Treat everyone with dignity and respect, support equality, and value diversity.
- Undertake other duties as required.



Required Knowledge, Skills, Qualifications, Experience

- Hold a full and relevant childcare and education qualification to NVQ Level 2/3 or equivalent
- Where possible GCSE English Language and Maths at Grade C or above
- Experience in working with children from birth to 5 years and positive behaviour management
- Knowledge of developments in early years of education and willingness to undertake training
- Knowledge of legislation, regulations, inspection criteria, and curriculum relevant to Early Years.
- Understanding of how to ensure health and safety and hygiene in a childcare setting
- Understanding of and commitment to Child Protection procedures
- Suitability and ability to care for children, including the ability to deal with challenging behaviours.
- Ability to communicate well and work well with children and adults from diverse backgrounds.
- Reliable
- Punctual
- Ability to write legibly and present information well
- Ability to work well as part of a team
- Good organisational skills
- Ability to learn and understand how diversity considerations affect early years' childcare.
- Ability and willingness to take on duties as required

Pre-employment

The University is committed to safeguarding and we promote safe recruitment practices, therefore all associated pre-employment checks will be undertaken before any appointment is confirmed. Due to the nature of the work undertaken in this role all successful applicants will be subject to a satisfactory DBS clearance prior to appointment.

Informal enquires and CVs to Selina Hunt, email: s.hunt@bham.ac.uk or Sarah Perrott, email: s.l.locke@bham.ac.uk Phone: 0121 414 8118

View our staff values and behaviours [here](#)

Valuing excellence, sustaining investment



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