

 

|  |  |
| --- | --- |
| Post Title | Nursery Assistant – The Elms – R01 (59202)Flexible nursery staff – part-time/bank |
| Organisation Advertising Desciption | Hospitality and Accommodation Services – Day Nursery |
| Full Time/Part Time | Part time |
| Salary & Grade | Grade: 200Full time starting salary £15,818 to £16,102. With potential progression once in post to £18,415 a year.Flexible nursery staff – part-time/bank -Salary per hour- £10.35 with holiday allowance |
| Duration of Post | Permanent and fixed term roles available |

**Job Summary**

To provide care to children aged 0-5 years in line with the policies and procedures of The Elms the Oaks and Maples Day Nurseries.

**Main Duties**

* Adhering to the Policies and Procedures of The Elms and Oaks Day Nursery and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted and the Early Years Foundation Stage.
* Ensuring confidentiality is maintained in the nursery.
* Working as part of a team
* The care and supervision of the children with regard to their physical, emotional and intellectual needs.
* Working with Nursery Practitioners on planning and preparation of activities, to meet children’s individual needs, liasing with parents and negotiating working targets ensuring effective communication within the nursery.
* Manage children’s personal hygiene requirements
* Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed.
* Keeping of development records and observations.
* Positive management of children’s behaviour.
* Preparation, care, cleanliness and maintenance of playrooms and equipment.
* Providing a good role model for students and help new staff to fit into the nursery.
* Keeping accident, incident and risk assessment records.
* Supervision of meals and mealtimes and where appropriate preparation of baby’s bottles.
* Laundry duties.
* Attendance of staff meetings as arranged by the Nursery Manager.
* Participating in regular parents’ evenings, publicity, open weekends and children’s outings.
* Any other duties appropriate to the post as directed by the Nursery Manager and Childcare Services Manager.

**Knowledge, Skills, Qualification and Experience Required**

* Hold a full and relevant childcare and education qualification to NVQ Level 2/3 or equivalent
* A good level of education
* An understanding of child development
* Experience of working with children
* Ability to follow instructions or work on own initiative as necessary
* Ability to communicate effectively with parents, carers and other professionals.
* Ability to implement high health and safety standards
* Ability to work effectively as a team
* Ability to establish positive relationships with children
* A commitment to giving children the opportunity to reach their full potential
* A commitment to equal opportunities
* Willingness to participate in further training and development opportunities offered by nursery to further knowledge
* A commitment to continuing professional developments
* Experience of working in an early years setting