



PPAT Education	
JOB DESCRIPTION	
Job Title:	Nursery Assistant
Reports To:	Nursery Manager/Headteacher
Grade:	Grade 15, scale points 3-4
Main Purpose of Job	
<p>As a member of the nursery, you will work in partnership with staff, parents, carers and their children. To adopt a flexible, professional approach in promoting the development, welfare and potential of all children. To provide high quality, inclusive, fully integrated childcare provision for children under five.</p>	
Main Responsibilities and Duties	
Key Areas	
<ul style="list-style-type: none"> • Work with Children • Teamwork • Liaise with Parents/carers 	
Duties & Responsibilities	
<ul style="list-style-type: none"> • To assist with the planning of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programs and arranging equipment. • To act as a key person to a child, liaising closely with parents/carers to ensure their individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of that child. • To encourage parental involvement and support through the development of effective working relationships. • To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the Nursery Manager of any concerns over children, equipment etc. • To follow all nursery and whole-school policies, including those regarding safeguarding and confidentiality. • To ensure that the nursery offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times. • Working creatively with the child within the EY framework, as instructed by the Nursery Manager. • Daily interaction with children to provide range of stimulating activities to promote all areas of learning. • Ensuring all children have equal access to opportunities to learn and develop • Working with range of people including school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements. • Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties. • Significant elements of inside and outside work, including leading outdoor learning. • Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential. • Working with the Nursery Manager to establish an appropriate safe and secure learning environment. • Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour. • Having a positive approach to continuous professional development • To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times. 	

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
Job Holder:	Date:
Line Manager:	Date:

JOB SPECIFICATION		
	Essential	Desirable
Skills, aptitude, knowledge and experience	<ul style="list-style-type: none"> • Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration. • Ability to work independently using own initiative. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults including other professionals/carers/ Parents. • Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and outdoors. • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. • Effectively communicate with adults and children. • Good written, verbal and non-verbal communication. 	<ul style="list-style-type: none"> • Proven experience of working with children in an early learning environment, either on placement or in paid employment. • Experience of working in Early Years in a school environment. • Experience of working as part of a team. • Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, Individual Education Plans, communication with parents. • Experience of working with other agencies and professionals. • Knowledge and understanding of the type of external support that is available to support children's development and how to access these services. • Ability to interact with children and support their involvement in physical activities and outdoor play. • Consistent approach with children and parents. • Experience of having kept written records of children's achievements including observations. • Ability to promote and market the service to the wider community.

