

Grove House Children's Centre

Job Description

Job title:	Nursery Assistant (Level 3)	Ealing GLPC Grade: Scale 5
Line manager:	Deputy Head	Post No:
Supervisory responsibility:	None.	
Hours:	35	

Main purposes of the job

- To assist in the provision of high quality care and education for all children in the Centre with a passion for working with young children.
- To work as part of the team within the Centre, under the direction of the line manager and the Head of Centre
- To work as part of a multi disciplinary team in a positive and proactive way to ensure the provision of high quality care and education for all children in the Centre.
- To assist in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion and acceptance of all children, ensuring they have equal opportunities to learn and develop.
- To safeguard children.

Main responsibilities and tasks

1. Providing a comfortable, safe and stimulating environment which takes into consideration the ethnic, cultural and linguistic backgrounds of our families and children.
2. To assist the Nursery Officer/Teacher in developing and maintaining high standards of care and education for all children in the Centre.
3. To support the Nursery Officer/Teacher in setting out activities in order to meet the needs and interests of the children.
4. To contribute to the observation, assessment of each child's progress through discussion with the Nursery Officer/Teacher.
5. To support the Nursery Officer/Teacher in developing a smooth transition for children from home to nursery.
6. To support the Nursery Officer/Teacher in setting out equipment in an interesting and stimulating way before the activities of the day and clearing away equipment after use
7. To support with laundry and cleaning duties.
8. To attend to the holistic needs of children for example, changing clothes and nappies, feeding and toileting and including helping children who are unwell, distressed or unsettled.
9. To undertake regular accredited first aid training and to administer basic first aid.

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10. To comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
11. To adhere to school policy on equality and diversity.
12. Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

Signature of Manager:	Date: / /
Signature of post holder:	Date: / /

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NURSERY NURSE PERSON SPECIFICATION

This person specification lists the essential requirements needed in order to carry out the above post in the Centre

Applicants will be short listed solely on them meeting these requirements.

Essential requirements

Qualifications

NNEB Certificate / NVQ level 3 / CHACHE Level 3

Experience

At least three years' experience of working with the under 3's.

Knowledge, skills and abilities

1. Knowledge and understanding of the Early Years Curriculum which will ensure its effective delivery in an interesting and stimulating way.
2. Knowledge of current developments and legislation related to the early years curriculum.
3. Knowledge and understanding of the needs of young children.
4. An understanding of the needs of children with special educational needs.
5. An understanding and awareness of the needs of children from ethnic minority families including children who are bi or multi lingual.
6. An understanding of Safeguarding children, child protection procedures and the ability to put these into practice.
7. An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations.
8. The ability to promote all aspects of children's learning and development.
9. The ability to relate easily, children, parents and outside agencies.
10. The ability to work collaboratively with colleagues.
11. The ability to communicate clearly both orally and in writing, including report writing, observation and assessment of children and meetings with parents and outside agencies.
12. The ability to work to deadlines and manage one's own time effectively.

Commitment

- A commitment to the aims, ethos and values of the Centre
- A commitment to and an understanding of equal opportunities and the ability to implement the Centre's policy in this area of work
- A commitment to the health and safety of everyone involved in the day to day activities of the Centre
- A commitment to staff development and training
- A commitment to providing a high standard of care and education for all children in the Centre