

# asquith day nurseries

## JOB DESCRIPTION

### Nursery Assistant

#### Baby, Nursery and Pre-School Units.



### Scope of Position

- To work as a member of the crèche team, showing initiative and creativity to foster an environment which encourages the children's all round development and where high standards of care are provided.

### Key Responsibilities

#### Operational

- Be a reliable member of a team, working cooperatively and with flexibility.
- Understand that each child is an individual and have a general understanding of childcare and child development.
- Observe each child's progress and report on achievements, looking for progression and continuity.
- Develop positive relationships with parents / carers, other staff and outside agencies.
- Assist with the supervision of children at play (indoor and outdoor) and at mealtimes.
- Assist with planning a programme of activities, suitable for the age range of the children, following the guidelines for the implementation of EYFS.
- Assist with the creation of a stimulating and attractive classroom environment.
- Attend parent meetings, be involved in fundraising events and assist with the promotion of the nursery as required.
- Assist with the care, maintenance and security of all equipment and toys within the nursery.

#### Personal

- Attend staff meetings and training sessions as required.
- Be responsible for participating in all self-development activities, including appraisals, supervisions etc.

#### Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
- Ensure the general cleanliness of the children at all times.
- Adhere to all Health and Safety policies and procedures.

- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.

#### General

- Adhere to all company policies and procedures including attendance at meetings and any other duties as required.
- Ensure the company's policies on diversity and equal opportunities are adhered to.
- Be a key person carrying out all related responsibilities in building relationships with a small group of children and their families.

Person Specification	Essential	Desirable
Prepared to undertake professional development, as appropriate		✓
Previous experience working within a nursery		✓
Previous childcare experience with age range three months to five years		✓
Good communication skills (oral and written)	✓	
Affinity with young children	✓	
Ability to work as a reliable member of the team, developing positive relationships with colleagues, parents, children and outside agencies	✓	
Knowledge of Health and Safety Issues		✓
Knowledge and understanding of Children Act		✓
Knowledge and understanding of Equal Opportunities	✓	
A willingness to undertake further relevant training including some evenings and weekends	✓	