

## **BRIGHTON & HOVE CITY COUNCIL**

### **JOB DESCRIPTION**

**JOB TITLE:** Relief Children's Centre Nursery and Crèche Assistant

**REPORTS TO:** Nursery Manager

**DEPARTMENT:** Children and Young People's Trust

**SECTION:** Early Years and Childcare

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### **PURPOSE OF JOB**

To provide cover at any of the council's Children's Centre nurseries and crèches. To provide high quality care and education for children at the Children's Centre nurseries and crèches, working with other staff and local providers, to deliver a fully integrated service

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Provide high quality care and activities for babies and children which recognise both individual and group requirements in a secure, safe and stimulating environment.
- Run activities, both inside and outside the nursery, which encourage creativity development, co-ordination, independence, self expression, and learning through play.
- Participate in the key person system taking responsibility for a group of children up to three years of age, and record and report on their progress.
- Follow the Early Years Foundation Stage and other appropriate legislation and guidance for young children.
- Participate in the running of the service for children up to five years of age and where required work on a one to one basis with children who have additional needs to ensure their individual needs are met.
- Prepare and serve food, milk, drinks and snacks to children, encouraging good nutrition and sociable eating.
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
- Carry out ongoing cleaning of the nursery.
- Work in partnership with parents and carers, recognising that parents are their children's first educators.

- Be aware of child protection issues and follow the school's and the council's child protection procedures. Ensure close monitoring of children about whom there are concerns.
- Participate in professional development and training.
- Work with other early years professionals, for example health visitors, pre-school SEN service, speech and language therapists, service for English as an additional language.

## **GENERAL**

- Uphold and carry out the duties of the post with due regard to the council's equalities and equality in employment policies.
- Co-operate in the implementation of the council's health and safety policy and ensure that the nursery's practice and environment meets health and safety standards.
- Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the department.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## **BRIGHTON & HOVE CITY COUNCIL**

### **PERSON SPECIFICATION**

**JOB TITLE:** Relief Children's Centre Nursery and Crèche Assistant

**GRADE:** Scale 3

**DEPARTMENT:** Children and Young People's Trust

**SECTION:** Early Years and Childcare

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### **ESSENTIAL CRITERIA**

#### **Job Related Education, Qualifications & Knowledge**

- Educated to NVQ level 2 or equivalent, or equivalent relevant experience.
- Enthusiasm for working with young children
- Understanding of the needs of young children.
- Knowledge of safeguarding and child protection procedures

#### **Experience**

- Experience of working with children aged 0-5 years'

#### **Skills/Abilities**

- Ability to observe and assess children's development.
- Warm and positive approach to children.
- Good literacy skills.
- Ability to develop good working relationships with parents and other service providers.
- Ability to co-operate and adhere to health and safety policy, practices and instructions.
- Flexibility including ability to cope with changing needs and demands.
- An interest in the care, learning and development of young children
- A commitment to the provision of high quality care
- A positive approach to learning and gaining new skills through teamwork and training opportunities
- Ability to work independently and using own initiative

#### **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.