

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Nursery Assistant

REPORTS TO: Deputy Childcare Manager

DEPARTMENT: Children & Young People's Trust

SECTION: Acorn Nursery

PURPOSE OF JOB

To provide high quality care and education for the children at the Jumpstart Nursery School.

To work with other staff and local providers to deliver a fully integrated service.

To work closely with the Central Sure Start programme, including all other early years and family support services, and with the local community in delivering this programme.

The above is carried out with families of children under four to ensure local implementation of the government's Sure Start objectives.

PRINCIPAL ACCOUNTABILITIES

1. Provide high quality care and activities for babies and children which recognise both individual and group requirements in a secure, safe and stimulating environment.
2. Run activities, both inside and outside the nursery, which encourage creativity, development, coordination, independence, self expression and learning through play.
3. Participate in the key worker system taking responsibility for a group of children up to three years of age, and record and report on their progress.
4. Follow the Birth to Three Matters framework and other appropriate guidance for younger children.
5. Prepare and serve food, milk, drinks and snacks to children, encouraging good nutrition and sociable eating.
6. Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
7. Carry out ongoing cleaning of the nursery.
8. 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.
9. Participate in professional development and training.

10. Work in partnership with parents and carers, recognising that parents are their children's first educators.
11. 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.

Equalities

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Health & Safety

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

General

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:	Nursery Assistant
Reports to:	Deputy Childcare Manager
Department:	Children & Young People's Trust
Section:	Acorn Nursery

ESSENTIAL CRITERIA

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• NVQ Level 2 or equivalent.• Relevant legislation and guidance including Children Act 1989 and National Day Care Standards.• Relevant procedures and legislation (e.g. health and safety, paediatric first aid, food hygiene)• Child protection issues and procedures.
Experience	<ul style="list-style-type: none">• Experience of working in a childcare or nursery setting on a placement or in a trainee role.• Providing care and education to children from a wide range of backgrounds, including those with special educational needs.
Skills and Abilities	<ul style="list-style-type: none">• Understanding of the needs of young children.• Ability to observe and assess children's development.• Warm and positive approach to children.• Record keeping and report writing.• Ability to develop good working relationships with parents and other service providers.• Ability to cooperate and adhere to health and safety policy, practices and instructions.• Flexibility including ability to cope with changing needs and demands.
Equalities	<ul style="list-style-type: none">• 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 Inclusive Council Policy.