**BRIGHTON AND HOVE CITY COUNCIL**

**TARNERLAND NURSERY SCHOOL**

**JOB DESCRIPTION**

 **JOB TITLE: NURSERY ASSISTANT**

**Grade: NJC Scale 3**

**REPORTS TO: Headteacher / Nursery Manager**

# **PURPOSE OF JOB**

To provide high quality care and education for children at Tarnerland Nursery School, working with other staff and local providers to deliver a fully integrated service.

# **PRINCIPAL ACCOUNTABILITIES**

* Provide high quality care and activities for babies and children which recognise both individual and group requirements in a secure, safe and stimulating environment.
* Deliver activities, both indoors and outdoors, 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, and record and report on their progress.
* Follow the Early Years Foundation Stage Framework and other appropriate guidance for younger children.
* 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 child’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, Ethnic Minority Achievement Service.

## GENERAL

* Uphold and carry out the duties of the post with due regard to the school’s and relevant council policies.
* Co-operate in the implementation of health & safety policies and ensure that the nursery’s practice and environment meets health and safety standards.
* Carry out duties in accordance with Equal Opportunity policies.
* Undertake such duties appropriate to the grade and character of the work as may be reasonably required.

Your duties will be those set out in this job description but please note that the school 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.

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### PERSON SPECIFICATION

**NURSERY ASSISTANT**

## ESSENTIAL CRITERIA

**Knowledge, Skills and Understanding**

* Understanding of the needs of young children
* Relevant legislations and guidance including the Children’s Act 1989 and the Early Years Foundation Stage
* Relevant procedures and legislation (eg Health & Safety, Paediatric First Aid, Food Hygiene)
* Child Protection issues and procedures.
* Equalities issues and implementation and development of equalities practice.
* 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 adhere to Health and Safety policy.
* Ability and flexibility to cope with changing needs and demands.
* 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.
* Willingness to participate in professional development and training

## Experience

* Experience of working in a childcare or nursery setting. (This may be 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.

## Qualifications

* NVQ Level 3 or equivalent experience