



# Nursery Assistant

## Job Description and Person Specification

ASHLEY MANOR  
PREPARATORY SCHOOL

### Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<b>Post title:</b>	<b>Nursery Assistant</b>
<b>Hours of work:</b>	<b>Full Time, Monday to Friday</b>
<b>Remuneration:</b>	<b>Commensurate with experience</b>
<b>Responsible to:</b>	<b>Head Teacher</b>
<b>Start Date:</b>	<b>As soon as possible</b>

<b>Main Responsibilities:</b>	<p>To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage working with students aged 2-3. This is a physically demanding job which requires an adequate level of mobility and fitness, which will include;</p> <ul style="list-style-type: none"><li>• To have an understanding of children's development, their needs and the provision of positive play</li><li>• To demonstrate a genuine care for children.</li><li>• To care for and supervise the group of children assigned to you; ensuring their safety at all times.</li><li>• To take an interest in the children and their families, to treat them as individuals and with respect at all times.</li><li>• To create an interesting and stimulating environment for the child to develop all their skills.</li><li>• To provide at all times a warm and caring environment for babies and to be as consistent as possible regarding that environment.</li><li>• To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development.</li><li>• To ensure positive management of children's behaviour.</li><li>• To carry out housekeeping duties as appropriate.</li><li>• To ensure the ethos, implementation and legal requirements of the Early Years Foundation Stage</li><li>• To support senior members of staff to ensure put appropriate Child Protection procedures into practice.</li><li>• To ensure that all information pertaining to Hopscotch, its operation, children, staff and parents remains confidential.</li></ul>
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<b>Professional Standards and Development</b>	<ul style="list-style-type: none"> <li>• To promote at all times good relations between staff members, parents and children, and at all times promote the good name and ethos of the School.</li> <li>• To be a role model to pupils through personal presentation and professional conduct.</li> <li>• To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.</li> <li>• To cover for absent colleagues as is reasonable, fair and equitable.</li> <li>• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>• To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.</li> <li>• To establish effective working relationships with professional colleagues and associate staff.</li> <li>• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>• To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.</li> <li>• To undertake any reasonable task as directed by the Head of Science and Senior Leadership Team.</li> <li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> <li>• To train in basic first aid.</li> <li>• To be familiar with and implement the relevant requirements of the current SEN Code of Practice.</li> <li>• To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> <li>○ have SEN;</li> <li>○ are gifted and talented;</li> <li>○ are not yet fluent in English.</li> </ul> </li> </ul>
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### Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Excellent literacy and numeracy skills.</li> <li>• A teaching assistant qualification or the equivalent gained through experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications with regard to child protection and/or SEN.</li> </ul>	Contents of the Application Form  Interview  Professional references

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children aged 2+, preferably within an educational context.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of working in education.</li> <li>• Experience of working with children with special educational needs.</li> </ul>	Application Form Production of the Applicant's certificates Interview Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• An ability to communicate effectively both verbally and in writing.</li> <li>• An ability to devise and implement a range of strategies to support learning and enjoyment of learning.</li> <li>• Good literacy and numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to 1st Aid at Work Level</li> <li>• To contribute to the overall development of the school</li> </ul>	Contents of the Application Form Interview Professional references
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for working with children.</li> <li>• A commitment to overcoming barriers to learning.</li> <li>• An ability to inspire confidence.</li> <li>• A positive attitude.</li> <li>• An ability to strike a good professional rapport with children, staff and parents.</li> <li>• Being a positive role model.</li> <li>• To be flexible to the needs of the students.</li> </ul>		Contents of the Application Form Interview Professional references