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| Directorate: | Childrens Services | **Section**: | Sure Start &Extended Schools |

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| Job details |  |
| **Job title:** | Nursery Assistant ( subject to staffing restructure) |
| **Grade:** | 2 A SCP 17-19 |
| **Location of work:** | Local Authority Children’s Centre’s |
| **Directly responsible to:** | Children’s Centre Nursery Manager. |
| **Directly responsible for:** |  |
| **Hours of duty:** | 18 hours per week, (in line with single status agreement) |
| **Primary purpose of the job:** | **Under the overall direction of the Nursery Manager and the day to day direction of the Room leader, help to provide a high quality Educare provision which supports children’s learning. To support partnerships with parents/carers and professionals to provide integrated Early Years Services framed by relevant policies and legislation.** |
| **Post ref no:** |  |

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| Main duties and responsibilities/accountabilities | | |
| **1. Childcare and Education**  1.1 To promote an inclusive environment that is warm, secure and welcoming in order to promote the  development of individual children.  1.2. To maintain children’s records under the direction of the Team leader and |Senior nursery Assistants.   * 1. To supervise and work directly with children in both individual and group situations so that they are able to learn as effectively as possible by encouraging, clarifying and questioning.   2. To contribute to the development of curriculum plans and to support the delivery of individual learning programmes for children in order to achieve high quality educational attainment.   3. To be a key person to a group of children and support their development using observation and planning systems to track children’s progress and maintain their personal files and Learning Journeys   4. To comply with the statutory duty and meet all welfare requirements and to use the guidance within the EYFS   5. To understand all nursery policies and put these into practice   6. To support the Education Lead in the implementation the Early Years Foundation Stage under the direction and guidance of the Team Leader and Senior Nursery Assistants   1.6. To maintain appropriate standards of cleanliness and hygiene within designated areas of the Centre.  1.7 To attend children’s personal needs and promote their independence   * 1. To be aware of the City Councils Health and Safety Policies and Centre Risk Assessments when carrying out duties. All employees have a responsibility for their own safety and must not endanger that of colleagues and visitors in the workplace.   1.9 To assist in the development, preparation and care of resources and materials including display.  1.10 To contribute to children’s transitions to and from other settings.  1.11 To administer first aid as required.  1.12 Be aware of and comply with policies relating to child protection. Security and data protection. To work at any establishment in Salford when requested to do so. To undertake and duties required commensurate with the post    **2. Family Support**  2.1. To establish supportive relationships with children and parents/carers acting as a good role model and setting high expectations for play, learning and communication.   * 1. To record and to pass on to the relevant staff member, factual information received from Parents/Carers. | | |
| **3. Teamwork**  3.1 To participate with the Nursery Management Team in the planning, delivery and evaluation of  Services required meeting the Children’s Centre Core Offer.   * 1. To participate in staff meetings or other meetings as required developing professional knowledge and skills.   2. To contribute to the delivery of the Early Support Programme. | | |
| **4. Professional Development**  4.1 To meet on a regular basis with a designated supervisor or member of the Centre Management team for  professional guidance and support to identify training needs   * 1. To attend relevant training courses, which meet, identified training needs for professional development?   2. To work towards NVQ 2 in Childcare/ relevant childcare qualification. | | |
| **The post holder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.**  **To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.**  **To undertake any other such duties that is reasonably commensurate with the level of this post.**      Review Arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. |

#### Date job description prepared/revised: January 2008

**Prepared/revised by: Judith Bocock, Alice More, Ian Rowley**

**Agreed job description signed by holder:**

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| **Job title** | **Grade** | **Directorate** | **Location** |
| Nursery Assistant (subject to staffing restructure) | 2 A SCP 17-19 | Children’s Services |  |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | Experience of working with children 0-5 | **A** |
|  | Willingness to undertake training to NVQ Level 3 | A |
|  | Ability to communicate information accurately both orally and in writing. | **A/l** |
|  | Ability to support team work within the Children’s Centre. | **A/I** |
|  | Awareness of Child Protection procedures. | A/I |
|  | Awareness of the importance of maintaining effective relationships with children and families. | **A/I** |
|  | Commitment to own personal and professional development. | A/I |
|  | Evidence of attendance at informal/formal childcare training. | A |
|  | Awareness of Equal Opportunities in relation to work with children and families. | A/I |
|  | Awareness of children’s learning, care and development needs. | **A/I** |
|  | Ability to ensure first aid is administered as necessary. | **A/I** |
|  | Awareness of the range of services that maybe provided in a Children’s Centre. | A/I |
|  | Awareness of EYFS including Welfare requirements |  |

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| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | Qualified to NVQ Level 2 | **A/I** |
|  | Awareness of Health and Safety issues. | A/I |
|  |  | **A/I** |
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| **Completed by** | **Date** | **Approved by** | **Date** |
| **Judith Bocock, Alice More ,Ian Rowley** | **January 2008** |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre