Job Description & Person Specification

Nursery Play Worker

Cheadle Hulme Primary School

Nursery Play Worker

Salary: Scale 1

Main Purpose of the Role:

To work as part of the Nursery Team for Cheadle Hulme Primary School providing high standards of care and play opportunities for children between the ages of 3 and 4 years old in a safe, secure and stimulating environment.

Main Duties

- To work within the Nursery to ensure the highest quality of service for the children attending
- To support the Nursery Manager and Team to provide a stimulating, inclusive, clean, safe environment both indoor and outdoor which promotes play and exploration and meets the needs of individual children and their families
- To assist the Nursery Manager in the day to day organisation and operation of the club in lines with policies and procedures and Ofsted guidelines
- To be an essential part of a team ensuring play materials and equipment are properly used, maintained and stored, reporting any worn/ damaged materials to the manager
- To ensure the safety of children at all times and administer first aid as appropriate
- To record and monitor the whereabouts of children at all times ensuring they are signed in and out
- To support the smooth operation of the service in the absence of the Nursery Manager
- To contribute to a weekly plan of activities which are appropriate, varied and follow children's interests
- To observe, monitor and evaluate children's responses to activities and adjust accordingly to ensure children remain stimulated and that they develop through play
- To maintain records for children as required
- To adhere to all policies and procedures in place such as Safeguarding, Health and Safety, food hygiene, accidents and incidents
- To contribute to the delivery of the food service provided and encourage children to be independent during meal times
- To ensure that professional working relationships are developed and maintained with other key personnel
- To work in partnership with the children attending to ensure they feel part of the decision making
- To work in partnership with parents and carers to ensure they feel fully involved in their child's care

General

- To undertake such other duties related to the work of the whole school appropriate to the post, as may be assigned
- To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role

- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfill personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

Person Specification

Essential Knowledge and Skills	Essential Personal Attributes	Desirable Knowledge and Skills
• Experience of working with children ages 3-4 • Excellent skills in encouraging positive behaviour • Good knowledge and understanding of play and how to create opportunities for a wide range of ages and interests • Sound understanding of safeguarding and welfare requirements • Ability to plan play activities and use evaluation to inform planning • Ability to follow policies and procedures to ensure children get the most out of accessing the service	• Ability to work closely with parents and carers to ensure children receive the best care • Ability to communicate well with a wide range of stakeholders • Flexible approach to delivering a service	• Experience of using in the moment planning effectively • First aid certificate • NVQ Level 2 in Childcare or other relevant equivalent • Food Hygiene qualification • Understanding of the Early Years and Childcare provider framework • Competent in the use of basic IT such as Word, Excel and email

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The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

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