



Job Description:

Nursery Early Years Assistant (Maternity Cover)

Responsible to: Head of Nursery

Hours: Full time (37.5 hours per week) during PGS Nursery term times.
The post holder should be able to work flexibly to cover the Nursery opening times of 8.00am to 5.30pm daily during term times as directed by the Head of Nursery.
The Nursery is open 38 weeks per year. The post holder is also required to be present at Open Mornings and attend INSET days.

The Portsmouth Grammar School Nursery

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth.

We offer outstanding care for children in a modern and well equipped Nursery facility, enabling children to become active, independent learners within the safest of environments. We inspire learning through excellent play opportunities and a passion for bringing a rich and varied curriculum to life.

The successful candidate will hold a relevant childcare qualification to at least NVQ Level 3 and previous experience within an EYFS setting would be an advantage.

This is a temporary post, to cover maternity leave.

Job Purpose

Assist in providing a high standard of education and childcare for children aged between 2 ½ to 4 years within a stimulating and friendly environment, that is physically and emotionally secure. The welfare of children attending the nursery is of paramount importance.

To work as a Key Person and as part of the Nursery team.

With guidance, adhere to the Policies and Procedures of The Portsmouth Grammar School and comply with the Children's Act, Health and Safety legislation and within the guidelines of the EYFS and ISI.

Duties and Responsibilities

- Plan and implement a range of activities to meet the requirements of the Early Years Foundation Stage. Regularly monitor and evaluate the activities to suit each child's individual development needs through observations and keeping of development records.
- To have a full understanding of the nursery system of record keeping and keep records of the children's development, using the nursery key worker system.

- Act as a key person for a group of children, observing achievements, collating 'Learning Journeys', track progress and liaise with parents/carers.
- Ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.
- To be familiar with ISI guidelines and recommendations of good practice and to assist in their implementation.
- To share in the responsibility for safeguarding and promoting the welfare of all children in the nursery.
- To liaise with parents and encourage their involvement in the aims of the nursery and all aspects of their children's care.
- To assist in the daily domestic management of the nursery, including ensuring that the nursery is kept safe, secure and clean at all times. Be prepared to help where needed in the preparation of snack, meals, cleaning of equipment, doing laundry etc.
- Maintaining, at all times, a high standard of professional conduct and a child centred approach to the care provided in accordance with national and Nursery policies/procedures, current legislation and the Early Years Foundation Stage.
- To attend staff meetings, Open Morning, parents evenings as and when required
- To attend training as and when required to meet the needs of nursery service and extend professional development.
- Have the ability to liaise and independently deal with external organisations and special needs accordingly and as required.
- To be fully conversant with fire drills and other emergency procedures and taking responsibility for the children under your care.
- Adopting a flexible and teamwork approach to work at all times including providing the necessary cover for other staff in emergency situations, etc, as directed by and within the limits of registration requirements. When necessary staying late with children ensuring that emergency arrangements are made for them to be reunited with their parent/guardian(s).
- To implement all policies and procedures of the Nursery
- To undertake any other reasonable duties as directed by the Head of Nursery in accordance with the Nursery's plan and objectives.

NB. This post is exempt from the rehabilitation of Offenders Act 1974, applicants must be prepared to disclose any convictions/cautions they may have and any orders which have been made against them.

Person Specification

POST TITLE: Early Years Assistant (Maternity Cover)

Attributes/Criteria	Essential	Desirable	How assessed
EDUCATION & TRAINING			
NVQ3 or equivalent (or NVQ2 and currently working towards NVQ3)	X		App/Cert
Current First Aid Qualification		X	App/Cert
Basic Food Hygiene Certificate		X	App/Cert
Safeguarding Training		X	App/Cert
EXPERIENCE			
Experience in a childcare setting	X		App/Int/Ref
Experience of working with young children	X		App/Int/Ref
KNOWLEDGE			
Understanding of Safeguarding children	X		App/Int
Knowledge of Early Years Foundation Stage	X		App/Int
Knowledge of Confidentiality	X		App/Int
Understanding of equal opportunities and diversity	X		App/Int
Awareness of health and safety and practical hygiene issues	X		App/Int
SKILLS & ABILITIES			
Ability to work as part of a team	X		App/Int
Good listening skills	X		App/Int
Good observational skills	X		App/Int
Ability to communicate well with adults and children	X		App/Int
To be able to demonstrate the ability to work on own initiative	X		App/Int
Ability to write legibly	X		App/Int
Computer literate	X		App/Int
OTHER			
Enthusiasm for the role	X		App/Int
Friendly, Flexible Approach	X		App/Int
Interest in Personal Development	X		App/Int
Willing to undertake work outside normal hours	X		App/Int

KEY

App - Application
 Int. - Interview
 Ref - Reference
 Cert. - Certificate

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

A two course lunch is provided to all staff during term time.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk.

An electronic application would be preferable, submitted to HR@pgs.org.uk. All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to Mrs Katie Moore, Head of Nursery, The Portsmouth Grammar School Junior School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, 25 September 2017 and early applications are encouraged. Interviews are scheduled to take place w/c 2 October 2017.