

**GLENESK**

**Pre-Prep School & Nursery**

**JOB DESCRIPTION**

Nursery Assistant

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| Job Title: **Nursery Assistant**  Responsible to: The Head of Nursery  Key purpose of the job: To work as part of the Nursery Team and be responsible for the education and welfare of the children in Glenesk Nursery. |

**Key Deliverables:**

General

1. To be responsible to the Head of the Nursery
2. To promote the education, welfare and personal care of pupils, having regard to the aims and objectives of Glenesk School and its policies
3. To establish and maintain good relations with pupils, parents and support staff, including peripatetic staff and outside agencies
4. To Set a good example in terms of dress, punctuality and attendance
5. To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils

Responsibilities as part of the Nursery Team are as follows:

**Organisation**

* To assist in the organisation and running of the Nursery on a daily basis
* To assist in the presentation of the Nursery including displays and tidiness
* To carry out daily duties as specified on the duty rotas

**Planning**

* To attend and take part in planning meetings
* To assist in the planning of daily activities
* To help prepare activities and to clear up after them

**Teaching and Learning**

* To be a “Key Person” for nominated children within the Nursery group of children
* To assess and observe children and record findings
* To monitor standards achieved by the children according to their stages of development
* To assist with completion of the online Learning Journals in line with current EYFS guidelines
* To liaise with the SENDco and other educational professionals if necessary
* To maintain confidentiality

**Meetings**

* To attend parents evenings/meetings when needed
* To attend Foundation Stage Staff Meetings and whole school staff meetings

**Health and Welfare**

* To promote and be responsible for the Health and welfare of the children within the Nursery
* To supervise the children both in and out of doors
* To supervise quiet/rest periods
* To administer first aid
* To prepare and supervise snacks and supervise the children’s lunch
* To perform kitchen duties and maintain cleanliness and hygiene
* To attend to children’s personal hygiene and bathroom hygiene
* To ensure classroom/kitchen/bathroom areas are kept clean and hygienic
* To maintain a safe environment indoors and outside
* To ensure all toys and equipment are maintained to a clean, safe and acceptable standard

**Safeguarding Children**

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services

September 2017