

Loughborough College Job Description

1. Job Details

Job Title: Relief Nursery Support Worker

Competency Level: Business Support 1

Reporting To: Nursery Manager

Department: Nursery

Annual Salary (FTE): £9.14 per hour

Date: June 2018

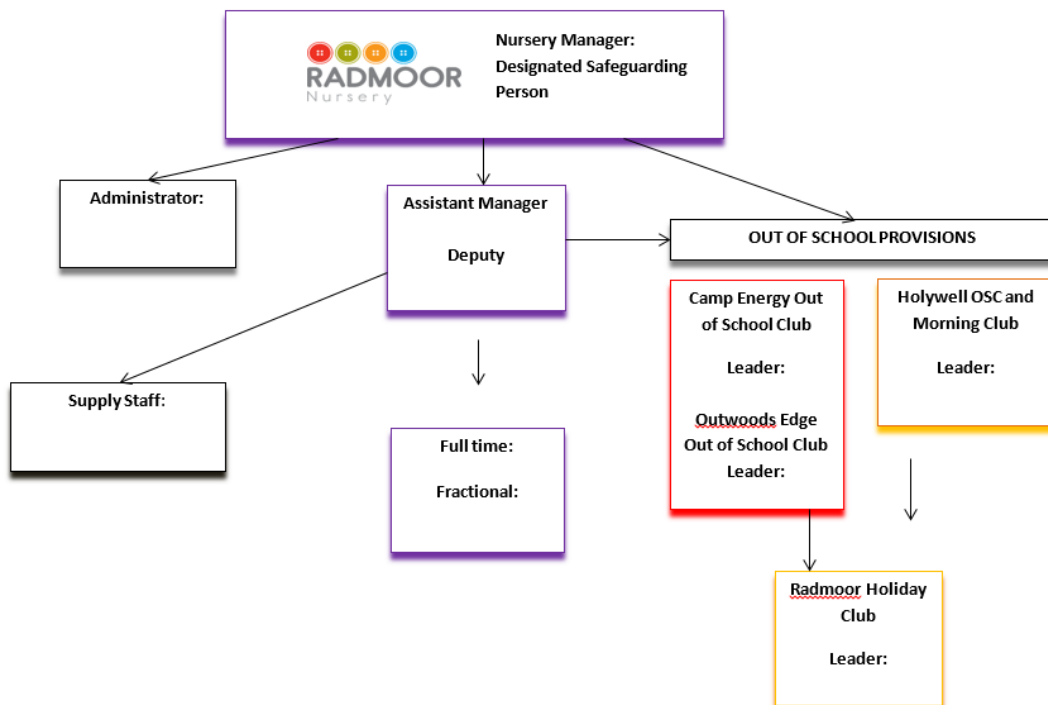
2. Job Purpose

To support the Nursery and Out of School Club practitioners in the day to day running of their groups ensuring that ratios are maintained and all children's needs are met in a stimulating and nurturing environment

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To deliver high quality learning experiences for all children.
- To ensure that all learning experiences are tailored to meet the needs of the individual child ensuring that they are age appropriate.
- To work alongside the Nursery Practitioners and Out of School Club Leaders within a particular group maintaining a learning environment that encourages the all-round development of the children.
- To assist with delivery of the EYFS framework.
- To ensure that the environment is safe, welcoming and caring at all times. To support the day to day administration relating to record keeping.
- Carry out all responsibilities within an equal opportunities framework. Attend meetings as appropriate.
- Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that you may be responsible for or come into contact with.
- To carry out other duties that may be required by the Nursery management team.

6. Key Result Areas

Action	Result
Support the delivery of activities	Children engaged and learning
Support the partnership with parents	To ensure parents are kept well informed
Support record keeping for all children	Children's 'Next Steps' identified
Take part in planning/team meetings	Activities well planned and staff members are well informed

7. Key Working Relationships and Communications

Internal: Nursery Manager, Nursery Deputies, Group Practitioners and Children.

External: Nursery Parents.

8. Scope for Impact

Not applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Level 2 Childcare Qualification		✓	Application/ Certificates
2.	Good standard of Literacy and Numeracy. Qualifications in Maths and English 4-9 (GCSE grades A-C in English and Maths or equivalent	✓		Application/ Certificates
3.	Current First Aid certificate		✓	Application/ Certificate
EXPERIENCE				
4.	Significant experience of working with children in the Early Years age group	✓		Application
5.	Experience of working within a Nursery environment		✓	Application
6.	Experience of working in an Out of School/Holiday Club		✓	Application
SKILLS & KNOWLEDGE				
7.	Ability to assist in providing and facilitating safe, stimulating, challenging and fun activities ensuring that individual needs of the children are met at all times	✓		Application/ Interview
8.	Knowledge of Early Years Development	✓		Application/ Interview
9.	Knowledge of EYFS Framework		✓	Interview
BEHAVIOURS				
10.	Ability to work within a team	✓		Interview
11.	Good communication skills	✓		Interview
12.	Be able to work flexibly	✓		Interview
13.	Ability to work with energy and enthusiasm	✓		Interview
14.	Comply with professional standards at work	✓		Application/ Interview
15.	Show commitment to the improvement and maintenance of standards	✓		Interview
16.	Ensure the safeguarding of all children and the importance of this within your role	✓		Interview
17.	Promote the College's equal opportunities policy and practices	✓		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in June 2018 and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	