



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION NURSERY ASSISTANT

Main Purpose of the Job

To provide a safe, high quality education and care for pre-school children; to work as a key worker and as part of the pre-school team under the direction of the nursery manager; to contribute to and implement nursery policies.

Duties and Responsibilities

1. To assist with the planning of the foundation stage curriculum.
2. To assist with the setting up of the nursery and maintaining the daily programme and structure.
3. To act as a key worker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
4. To advise the nursery manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To provide appropriate teaching, offering appropriate support and stimulation.
6. To attend team meetings.
7. To attend in service training and meetings as required.
8. To contribute to child observations and record keeping.

Responsible to: The Nursery Manager

This Job Description may be amended by agreement after discussion at any time.