

*Learning for Life*

**Job Description**

**Nursery Assistant**

To be responsible to the Nursery Lead and the Head of Pre-Prep to assist in the day-to-day organisation and pastoral and academic development of the children in the Nest.

To undertake any other duties that the Headmaster may from time to time require.

**Specific Responsibilities:**

**To Nursery Lead:**

* To assist in providing a secure, stimulating and orderly environment in which pupils’ happiness, welfare and all-round development can be nurtured
* To assist with the planning, preparation and clearing up of activities
* To support the departments high standards of behaviour amongst the pupils
* To assist with any assessment procedures and record keeping
* To be concerned with the general welfare of the children, including matters relating to personal hygiene and health

**To parents:**

* To ensure that positive communication is maintained with parents through informal opportunities
* To attend school Open mornings 3 times a year

**General Duties:**

* To undertake playground duties and administer basic first aid, if required
* To undertake INSET courses as necessary for professional development
* To attend staff meetings and whole school conferences
* To help out within The Hideout / After – School care provision as required

**Minimum Qualifications:**

* NVQ Level 3 or equivalent (Early Years essential)
* GCSE English and Maths Grade A-C, or equivalent

**Knowledge and Experience:**

* An understanding of child development and the needs of young children
* Experience in work with young children in a variety of settings

**Key skills:**

* Good communicator
* Ability to build positive relationships with staff and children
* Punctual, reliable and hardworking
* Motivated to inspire the children’s learning
* Recognise the importance of keeping confidentiality
* A team player and good sense of humour essential!