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**Rosemead Preparatory School and Nursery**

Job Description – Nursery Assistant

Rosemead Preparatory School is seeking to employ a Nursery assistant from 9th March 2020. The post will involve working with children across the Early Years, assisting the other Early Years staff, playground duties and the general supervision of children.

This post will suit any person who is prepared to throw themselves into our busy school community with commitment and enthusiasm. The successful candidates will be flexible, able to work on their own initiative and keen for challenge, with the ability to act as a leader and work effectively with people of all ages. As the role entails assisting with the supervision of children, reliability and good timekeeping are essential.

The precise nature of the role will depend to some extent on the experience and interest of the successful candidate.

The chosen candidate will be required to work each day the school is in session and attend training, after school activities and other events as requested. Normal hours of work will be from 8.00am–4.00pm.

Key Responsibilities and Tasks:

1. To participate in planning for the year group in order to deliver a curriculum in line with the EYFS
2. To help to monitor and assess development of children.
3. To help the Nursery staff in tasks that support the teaching.
4. To take responsibility at all times for the appropriate behaviour of children both in the classroom, around the school and off-site on school visits, safeguarding their health and safety
5. To safeguard and actively promote the welfare of children
6. To inform the Designated person (Child Protection) of any concerns
7. To read and adhere to all safety policies issued by the school
8. To be aware of the complexities of the timetable and be flexible when the need arises
9. To help to prepare and present displays of pupils’ work
10. To support the aims and ethos of the school.
11. To set a good example in terms of dress, punctuality and attendance.
12. To undertake professional duties that may be reasonably assigned by the Head of Pre-Prep

SKILLS AND EXPERIENCE

Relevant interest in and possibly experience of working with young children.

ESSENTIAL

1. A flexible, proactive approach to work.

2. Strong communication and interpersonal skills.

3. A good sense of humour.

4. The ability to work as part of a team and to be self-motivated and able to show initiative.

5. An understanding of the need to maintain security and confidentiality of information as

required.

6. The ability to work to deadlines, handle a diverse workload and work without direct

supervision.

DESIRABLE

Experience of working with children.

SALARY AND BENEFITS

The appointment will be from Monday 9th March 2020 – 3rd July 2020. Annual salary will be between £15,037 and £17,147 payable in monthly instalments. The school will provide a free lunch during term time.