

# **Chiswick and Bedford Park Preparatory School**

## **Nursery Assistant**

### **Job Description**

#### **General**

To work as part of a friendly team at Chiswick and Bedford Park Preparatory School Nursery;

To provide a safe, secure and stimulating learning environment for the Nursery children.

To work within the standards and requirements of the EYFS Curriculum in delivering and planning activities.

#### **Qualifications**

- NVQ Level 2 or equivalent
- Good numeracy/literacy skills
- First aid training as appropriate

**Summary:** A Nursery Assistant at CBPPS ('the School') is responsible to the Head of Nursery for maintaining the highest standards of teaching, learning and pastoral care of the Nursery children.

Chiswick and Bedford Park Nursery opened in 2010 and is open each weekday from 8.35 am until 3.15 pm during term time only. Children join the Nursery in the September after their 3<sup>rd</sup> birthday and stay for one academic year. The Nursery educates 37 pupils who attend for a minimum of 5 sessions per week (a session is half a day). All the children in the Nursery are expected to transfer to the main School in Reception.

### **Key Responsibilities**

The Nursery Assistant will work as part of a friendly team under the direction of the Head of Nursery. The main responsibilities will be to:

- Help create a safe and stimulating environment to promote children's learning;
- Help nurture and develop the knowledge, abilities and social skills of the children, giving them the best possible start to their education;
- Help organise interesting and challenging activities that engage and motivate children;
- Liaise with parents, carers and outside agencies/professionals as necessary;
- Keep up to date with developments in Early Years practice, and
- Implement consistently all the Nursery policies and procedures.

### **Key Skills and Experience:**

- Knowledge of the EYFS curriculum;
- Excellent communication skills;
- Ability to work as part of a team;
- Adaptability
- Creativity
- Patience
- Excellent organisational skills
- Ability to work as part of a team

## **Safeguarding**

Chiswick & Bedford Park School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All members of the Nursery staff are responsible for ensuring that the highest standards of Safeguarding are in place throughout the Nursery and that they understand and follow the procedures in the Safeguarding and Child Protection policy.

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility.