

**Merstham Primary School**  
**GLF Schools - Job Description**

<b>Job Title</b>	Nursery Assistant	<b>Job Reference</b>	
<b>Location</b>	Merstham Primary	<b>Travel required</b>	No
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>● To provide a stimulating and varied programme of learning &amp; play opportunities.</li> <li>● To ensure the safety and well-being of the children.</li> <li>● To undertake a key worker role with specific children.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>● To actively encourage children’s progress in all areas of development, types and stages of play, by interaction and extension of play activities.</li> <li>● To ensure that any information received concerning the children is kept confidential at all times.</li> <li>● To attend and keep abreast of current safeguarding procedures, ensuring you are aware of the reporting process for any protection or welfare concerns that arise.</li> <li>● To be involved in curriculum planning, policy writing and record keeping as requested by the supervisor.</li> <li>● To be responsible for keeping the individual record file for each of the children in the key worker group.</li> <li>● To assist in the setting up and clearing away of all activities and equipment.</li> <li>● To ensure high standards of hygiene and safety are maintained at all times.</li> <li>● To attend staff meetings as requested.</li> <li>● To attend training as requested.</li> <li>● To support the work and beliefs of the Nursery and School by helping to create an environment that promotes open and equal opportunities for children and adults.</li> </ul>			
<b>Other</b>			
<ul style="list-style-type: none"> <li>● To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Nursery Teacher.</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>● Accountable to Nursery Teacher.</li> <li>● GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</li> </ul>			
<b>Safeguarding</b>			
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>			