

## Hartley Primary Academy

### Job Description

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**Role:** Bank Staff/Relief Nursery Assistant

**Responsible to:** Principal/SENCO/Nursery Manager

**Basis:** Hours to be paid on claim

#### Purpose of Post

- Provide cover in Nursery on an ad hoc basis as required.
- To provide a high standard of physical, emotional, social and intellectual care for children placed in the Setting
- To give support to other personnel within the Setting
- To implement the daily routine in the base room

#### Key Areas

- Work with children
- Team work
- Liaise with parents/carers

#### Duties and Responsibilities as Nursery Assistant:

- Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff
- Support all staff and engage in a good staff team
- Liaise with and support parents/carers and other family members
- To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc
- Look upon the Setting as a “whole” where can your help be most utilised, be constantly aware of the needs of children
- To respect the confidentiality of information received
- To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- To be aware of the high profile of the Setting and to uphold its standards at all times
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times

**Job Summary:** To support the class teacher in the teaching and welfare of children to attain the targets set within the National Curriculum or Personal Provision Plan.

**Notes:** The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed: ..... Date: .....  
Employee

#### Nursery Practitioner - Person Specification

Essential	Desirable
<b>Skills, aptitude, knowledge and experience</b> Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity A commitment to the provision of high quality childcare Interest in the care, learning and development of young children	An understanding of the Foundation Stage curriculum Knowledge of the National Standards for the regulation of Childcare provision
<b>Personal qualities</b> Flexibility Punctuality Excellent communication skills, with children, colleagues, advisors and parents/carers/carers. Patience Empathy with children, colleagues and parents/carers/carers Reliability and trustworthiness A positive approach to inclusive practice, with children and colleagues Enthusiasm for working with young children	Good organisational, record keeping and planning skill Able to work in small teams
<b>Qualifications</b>	Completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Certificate for the Children & Young People's Workforce, NVQ Level 2 in Children's Care, Learning and Development – or be working towards completion A positive approach to gaining further qualifications Some understanding of the importance of Health & Safety and Food Hygiene in the workplace First Aid certificate Completion of other relevant courses