

# North Town Nursery

## Job Description – General Nursery Assistant



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| <b>Job Title:</b>            | <b>General Nursery Assistant</b>   |
| <b>Responsible to:</b>       | Nursery Manager / Team Leader  |
| <b>Main purpose of post:</b> | <ul style="list-style-type: none"> <li>• To give support to other team members throughout the nursery.</li> <li>• To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.</li> <li>• To ensure high standards of cleanliness, hygiene and food preparation are adhered to at all times.</li> </ul> |

### Key areas

- Work with and support children – be a key person to a group of children
- Work as part of a team.
- Preparation of meals and cleaning areas of the nursery
- To enhance the provision through activities, observations and planning

### Main Responsibilities and Duties:

- To work alongside the Manager and staff team to ensure that the nursery's philosophy is fulfilled.
- To support a programme of activities that meet the individual needs and interests of children in conjunction with other team members.
- The preparation and supporting of activities to suit each individual child's stage of development and interests.
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager.
- To maintain essential documentation in regards to food preparation and cleaning records.
- Engage in good team working.
- To support staff in developing and maintaining strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs.
- To attend out of working hour's activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake working with small groups of children, independently and supporting practitioners.
- To ensure that meal times are a time of pleasant social sharing.
- Washing and changing children as required.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- Ensuring a child who is ill is kept calm and warm and management is notified immediately.
- To respect the confidentiality of all information received.
- To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Nursery manager.

This job description is used as a guideline to assist you in your duties. It is not an exhaustive list and we would be pleased to discuss any constructive comments you may have. The evolving nature and changing demands of a nursery means that this job may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the nursery.

**The academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclos**

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**Agreed:**

That the job description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Designated Senior Manager: ..... Date: .....