



JOB DESCRIPTION

Nursery Assistant

Responsible to

EYFS Leader / Nursery Manager

Purpose of Post

1. To contribute a high standard of physical, emotional, social and intellectual care for children in our Nursery by delivering quality activities and learning opportunities.
2. To effectively communicate with children, parents and other team members.

Duties and Responsibilities

- To work creatively with children with kindness and enthusiasm.
- To liaise closely with parents/carers to ensure that each child's needs are recognised and met
- To promote children's development with understanding of their individual interests and ability
- To greet and settle the children and parents.
- To supervise children's tables at snack and lunchtime
- To remember confidentiality at all times especially when sharing sensitive information
- To support and put into practice nursery school policies and procedures
- To work as a part of a team with the safety of the children as a priority.
- To contribute to the health & safety of yourself and others around you.
- To oversee the welfare of the children promoting personal hygiene.
- To offer a range of healthy snacks and drinks in line with the School Food Standards.
- To attend all relevant training in agreement with the EYFS Leader.
- To ensure that all unacceptable behaviour is dealt with, in accordance with policies and procedures, informing the EYFS Leader where necessary.
- To ensure that the principle of confidentiality is fully observed by all staff members in relation to any personal detail regarding the children.
- To report any child protection concerns to the designated safeguarding lead of Cirencester Primary School.
- To become part responsible for the care and maintenance of all equipment ensuring it meets health & safety standards.
- To respect the principle of confidentiality at all times regarding the children, their families and other staff.
- To perform such additional duties as may be reasonably required by the EYFS Leader.

General:

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

SPECIAL NOTES OR CONDITIONS

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions and cautions must be declared. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's safeguarding policy.