



# Springles Day Nurseries

## Job Description – Nursery Assistant

### KEY OBJECTIVES

- To work as a valued member of the nursery team, showing initiative and creativity.
- To foster an environment in which the children are encouraged in their all round development and where high standards of care are provided.
- To take responsibility for the safety, security, and well-being of any children in your care.
- To adhere to all Company Policies and Procedures at all times.

- To be familiar with all emergency and security procedures, e.g. Fire procedures, routines for dropping off and collecting children.

### GENERAL

- To adhere to all Company Policies and Procedures, including attendance at meetings and any other duties as required.
- To ensure the Company's Equal Opportunities Policy is adhered to at all times.

### RESPONSIBILITIES

#### OPERATIONAL

- To be a team player, working co-operatively and with flexibility.
- To understand that each child is an individual and to have a general understanding of childcare and child development.
- To observe each child's progress and report on achievements looking for progression and continuity.
- To develop positive relationships with parents / guardians, other staff and outside agencies.
- To assist with the supervision of children at play (indoor and outdoor) and at mealtimes.
- To assist in the planning of activities, suitable for the age range of the children, following the guidelines for the implementation of 'Early Learning Goals'.
- To assist in the creation of a stimulating and attractive baseroom environment.
- To attend parent meetings, be involved in fundraising events and assist with the promotion of the nursery, as required.
- To assist with the care, maintenance and security of all equipment and toys within the nursery.

#### PERSONNEL

- To attend staff meetings and training sessions as required.
- To participate in all self-development activities, including appraisals, supervisions etc.
- To develop positive relationships with other staff working within the nursery.

#### HEALTH AND SAFETY

- To undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the nursery at all times.
- To ensure the general cleanliness of the children at all times.
- To operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food service areas.

### PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Prepared to undertake professional development as appropriate		✓
Previous experience of working within a nursery		✓
Previous childcare experience with age range 3 months to 5 years		✓
Knowledge of Health & Safety issues		✓
Knowledge and understanding of the Children Act		✓
Affinity with young children	✓	
Ability to work as a reliable member of the team, developing positive relationships with colleagues, parents, children and outside agencies	✓	
Good communication skills (oral and written)	✓	
Knowledge and understanding of Equal Opportunities		✓