

**Northumberland County Council
JOB DESCRIPTION**

Post Title:	Nursery Assistant	Director/Service/Sector:	Children's Social Care	Office Use
Band:	2	Workplace:	Children's Centre	JE ref: 656
Responsible to:	Children Centre Co-ordinator /Deputy manager	Date: 20/04/09	Manager Level	HRMS ref:
Job Purpose: To provide high quality care, play and learning opportunities for children attending the Children's Centre. To work as part of a team in maintaining an environment which is safe, stimulating and welcoming to children and their families.				
Resources	Staff	none		
	Finance	none		
	Physical	none		
	Clients	Children aged 0-4 years and their families.		
Duties and key result areas:				
<ol style="list-style-type: none"> 1. To provide care and early learning experiences according to children's needs and stages of development. 2. To participate in a key worker system for children that provides consistency in facilitating children's physical, emotional, intellectual and social development. 3. To work in partnership with parents/carers, sharing information about children's progress and encouraging parents and carers to become involved with the Children's Centre. 4. To assist in the implementation of the EYFS framework for all children and liaise with parents and carers in the recording and sharing of information. 5. Manage a wide range of children's behaviour in a way that promotes their welfare and development. 6. Ensure that the physical needs of children are met and maintain a high level of hygiene and cleanliness in the Children's Centre. 7. Observe all policies and procedures as set out (e.g. Ofsted, EYFS, Health & Safety). 8. Encourage children and families to play and use outdoor areas. 9. Work as part of the Children's Centre team and the wider Sure Start Children's Centres North team, sharing and contributing in the ongoing development of the whole programme. 10. Undertake continuous professional development that is supportive of the post. 11. At all times carry out duties in accordance with Northumberland County Councils and Sure Start's equal opportunities and in the spirit of anti discriminatory practice. 12. Undertake any other duties and responsibilities as required, commensurate with the grade of the post. 				
Other				
<ol style="list-style-type: none"> 1. Responsibility for helping to keep children and young people safe by providing a safe environment for children and young people to learn in. 2. Identifying children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe. 				
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Transport requirements:				
Working patterns:	Shift work over 37 hour week			
Working conditions:				

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PERSON SPECIFICATION

Post Title: Nursery Assistant	Director/Service/Sector:	Ref: 656
Essential	Desirable	Assess by
Qualifications and Knowledge		
Good general education demonstrating good literacy & numeracy	NVQ Level 2/3 in Child Care (or equivalent)	
Experience		
Recent experience of working with children under 4 and experience of working in a nursery/crèche or playgroup.	Experience of working with babies Experience of working with children with additional needs Experience of working in a child centred community based project.	
Skills and competencies		
Ability to plan and deliver a range of play activities Ability to communicate effectively with young children and their parents/carers. Work flexibly and as part of a team in the care of young children Working knowledge of child development and the needs of the under 4's. Ability to record information accurately and appropriately. Willingness to undertake further training Work in an anti discriminatory and inclusive way.		
Physical, mental and emotional demands		
Physically capable of discharging the requirements of the post.		
Motivation		
Other		
Flexible regarding hours of work. Commitment to keep children and young people safe by providing a safe environment for children and young people to learn in. Commitment to identify children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.