



JOB DESCRIPTION

Job Title: General Early Years Nursery Assistant

Grade: Grade 1

Salary: (SCP 11 – 13) Salary £17,007 to £17,391

Hours: 38 FTE pro rata

Job Location: Oxclose Community Nursery School

Directorate: Children's Services

Responsible to: Headteacher

Responsible for: To work under direction of the management team to provide high quality childcare and development for children aged 0-5 years

Purpose of Job:

- To provide high quality experiences for children to develop within the nursery, working as part of a team, in partnership with parents/carers and the wider community.

Main Duties

- To ensure an early years environment in which children are safe, happy and supported in fulfilling their individual potential.
- A high level of understanding of SEND to support children with complex needs as appropriate to the SEN code of practice.
- To liaise with all staff to assist in the planning and evaluation of the Early Years Foundation Stage experiences.
- To support children in wraparound care, preparing light meals and maintaining a safe and happy environment.
- To implement policies and practices ensuring a good quality standard of care within Ofsted standards
- To maintain detailed information for record keeping systems, taking into account confidentiality and to monitor and record the development of children using agreed observation and assessment methods.

- To ensure the general health and welfare of children are met including personal hygiene procedures.
- To establish and develop a good relationship with parents and carers through dialogue, co-operation and partnership. To share with parents and carers information about their child to ensure individual needs are met.
- To work within policies and procedures to promote a fully inclusive service
- To consult with other professionals when appropriate ensuring individual needs are met.
- To have an understanding of child protection issues and liaise with the designated child protection co-ordinator and special needs co-ordinator should area of concern arise.
- To be flexible within the working practices of the nursery including undertaking of domestic tasks.
- To contribute to providing reports in a format required to a variety of audiences.
- To constantly re-appraise professional performance and to participate in training courses. To keep informed of current childcare legislation and good practice.
- To attend and participate in meetings as required.
- To undertake any other duties as may be required commensurate with the grade of the post.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

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