

Job Description – Nursery Assistant

Purpose of post

- With guidance, adhere to the Policies & Procedures of Smisby Day Nursery Ltd and compliance with the Children Act, Health and Safety legislation and within the guidelines of OfSTED and the National Standards
- To assist in the provision of a high standard of care for children placed in the Nursery in a way that meets their physical, social, emotional, intellectual and developmental needs in a non-sexist and non-racist manner
- To give support to all other personnel within the Nursery
- To assist with the implementation of the daily routine in the base room

Responsible to:

Senior Room Nursery Nurse / Officer in Charge / Deputy Officer in Charge / Directors

Duties and Responsibilities

- To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the Nursery Manager and room leaders and other staff including students
- To have a full understanding of the nursery systems of record keeping and keep records of the children's development, using the nursery key worker system
- To assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, which encourage independence, self motivation and eagerness to learn
- To assist in the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- To be familiar with the National Standards and Ofsted guidelines and recommendations of good practice and to assist in their implementation
- To share in the responsibility for safeguarding and promoting the welfare of all children in the nursery
- To liaise with parents and encourage their involvement in the aims of the nursery and in all aspects of their children's care
- To assist in the daily domestic management of the nursery, including ensuring that the nursery is kept safe, secure and clean at all times. Be prepared to help where needed in the preparation of snack meals, cleaning of equipment, doing laundry etc.
- To respect the confidentiality of information received
- To be aware of the high profile of the Nursery and to uphold it's standards at all times
- To be involved in out of working hours activities, e.g. Training, Staff meetings, Summer Fayre, Christmas party etc.
- Any other duties appropriate to the post as directed by a Senior staff member or Director

- To be prepared to work towards a nationally recognised vocational qualification and undertake additional training deemed suitable for the fulfilment of the role in the Nursery

Specific Child Care Tasks

- To help children with feeding, changing clothes, toileting etc
- Help maintain hygienic standards at all times
- Providing comfort and warmth to a poorly child
- To ensure that mealtimes are a time of pleasant social sharing
- To report any signs of illness, neglect or apparently non-accidental injury
- Ensure each child is collected in accordance with the collection procedure
- With appropriate support and training record accidents on the appropriate form ensuring the Senior Nursery Officer has initialled the report before the parent receives it