



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Nursery Assistant (Qualified)

**School:** Pevensey & Westham School

**Grade:** [Single Status 3](#)

**Responsible to:** Nursery Supervisor

### **Responsible for: Purpose of the Role:**

To work effectively as part of the Nursery team, providing a stimulating and caring environment for pre-school children. To support team members to provide a high standard of care and education.

### **Key tasks:**

1. Plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential.
2. Implement activities which encourage linguistic and social interaction between the children and their carers.
3. Be a key worker for a group of children by observing, monitoring and recording each individual's development. To support unqualified nursery assistants in the implementation and evaluation of children's planning and progress.
4. Attend parents evenings/open days as required.
5. Communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills.
6. Promote the philosophy of 'learning through play'.
7. Support children in acquiring self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
8. Attend staff and team meetings as appropriate.
9. Help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
10. Be aware of and comply with the Nursery's Child Protection Policy, Confidentiality Procedures and other Nursery Policies.

11. Keep up to date with developments in childcare through regular training as appropriate.
12. Maintain records and documentation that comply with statutory requirements, and to support unqualified nursery assistants with the completion of such documents.

## **PERSON SPECIFICATION**

### **Essential education and qualifications**

- NVQ 2/3 in Childcare and Education or relevant equivalent qualification
- QCF level 2 Maths and English

### **Essential key skills, abilities, knowledge, experience, values and behaviours**

- Ability to follow instructions or work on own initiative as necessary
- Ability to communicate effectively with parents, carers and other professionals
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to keep accurate records
- Ability to implement high health and safety standards
- Ability to work effectively as part of a team
- Ability to establish positive relationships with children
- Working knowledge of the Children Act 1989 and current legislation
- An understanding of children's development
- An understanding of Birth to Three Matters and the Foundation Stage curriculum
- Experience of working with children
- A commitment to giving children and families the opportunity to reach their full potential
- A commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- A commitment to continuing professional development.

### **Desirable key skills, abilities, knowledge, experience, values and behaviours**

- Evidence of further recent and relevant training or qualifications
- Qualified in Paediatric First Aid
- Experience of working in a childcare setting

**Document version control:**

Date created/amended: October 2022

Name of person created/amended document: RW/HG

Job Evaluation Reference: 12877

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	Yes
Exposure to blood /body fluids	Yes