



**Job Title:** Nursery Assistant

**Job Purpose:** To assist in the planning, provision and maintenance of an emotionally secure, safe, consistent, supportive and caring environment appropriate to the individual needs of young children and their families.

**Salary:** £12,312.30 - £16,436.42 (£5,116.80 - £6,830.72 pro-rata)

**Contract:** Permanent

**Location:** Brently & Henbury Children's Centres

**Reporting to:** Lead Practitioner

**Responsible for:** Children, Students & Volunteers

**Hours of work:** 16 hours per week, between the hours of 7:45am and 5:30pm Monday and Tuesday. This post is all year round.

**Key responsibilities of the role include:**

Take an active role in the day to day planning and delivery of the all-round care of the children in accordance with the Centre policies.

**Duties and responsibilities include, but are not confined to the following:**

### **1. Children**

Ensure all activities within your areas are appropriately delivered, evaluated and recorded.

Ensure accurate records are maintained for all children.

Support and maintain communication throughout the Centres.

Provide a positive training placement to trainees and volunteers.

Promote and value children's experiences within an anti-discriminatory framework.

Foster respectful and warm relationships with children by taking part in activities with them.

Take an active role in arrangement of daily activities to meet the developmental needs of each individual child in your care.

Monitor and maintain records on each child's development in your Keyworker group. Liaise with parents, other team members and professionals as appropriate.

Ensure high standards of care and encourage personal hygiene with all of the children being consistently observant of their general health and welfare.

Maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.

Be aware of and implement all of the Centre's Policies including Child Protection & Safeguarding, Equal Opportunities and Behaviour Management.

Be responsible for all children left in your care.

## **2. Parents**

Encourage parental involvement in every aspect of your work.

Ensure good communication between staff and parents by taking and passing on messages, answering the door/phone, explaining policies and keeping parents fully informed about their child day at the Children's Centre.

## **3. Children Centre responsibilities**

Work as a member of the team while accepting the individual responsibilities of the post.

Attend staff and other meetings as required.

Participate in fund-raising events.

Undertake training and regular appraisals as part of your personal and professional development.

Monitor the conditions of the toys and equipment in terms of health and safety and report any concerns immediately.

Work in compliance with the health and safety policy at all times.

Maintain high levels of record keeping as necessary in the course of your work e.g. accident book, register, daily diary.

Support students, trainees and volunteers under the supervision of the senior staff.

Serve meals and prepare snacks for the children, supervise mealtimes and clear away afterwards ensuring children are eating and drinking adequately.

Maintain the cleanliness of the nursery undertaking cleaning and laundry duties as required.

Undertake any other duties required in keeping with the aims of this post.

### **Individual Specification**

#### **Essential**

1. GCSE English & maths at grade D or above
2. Experience of providing care & educational experiences for children under 5
3. Knowledge of educational, developmental and health needs of children under 5
4. Willingness to work towards a Level 3 qualification in Years & Childcare
5. Willingness to work towards the creation of a caring, safe atmosphere for all using the nursery/centre
6. Ability to communicate effectively, verbally and in writing
7. Willingness to attend to children's physical needs
8. Ability to work as part of a team

#### **Desirable**

9. Knowledge of Child Protection procedures
10. Knowledge of Equal Opportunities policy
11. Knowledge of needs of children with Special Educational Needs
12. Awareness of needs of children and families from Black and Other Minority Ethnic groups
13. Good organisational skills

### **Application information**

Completed application forms must be received by: Midday Thursday 25<sup>th</sup> April 2019.

Email documents to: [brentry@bhchildrenscentre.org.uk](mailto:brentry@bhchildrenscentre.org.uk)

Interviews to take place: Friday 3<sup>rd</sup> May 2019.

For further information please call 0117 959 3800

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

**Completing your application**

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

**Selection procedure**

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

**References**

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.