



Brentry and Henbury  
Children's Centres

Brentry Lane, Brentry, Bristol. BS10 6RG

## Job Description

Job Title:	Nursery Assistant
Hours of work:	38.5 hours each week to cover between the hours of 8am and 6pm, Monday to Friday. These posts are all year round.
Salary:	£13113 - £13,881
Responsible to:	Children's Centre Managers Team Leaders & Deputy Managers
Responsible for:	Children, Students & Volunteers.

## 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.

## **Responsibilities and duties**

- 1) 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.
- 2) Ensure all activities within your areas are appropriately delivered, evaluated and recorded.
- 3) Ensure accurate records are maintained for all children.
- 4) Support and maintain communication throughout the Centres.
- 5) Provide a positive training placement to trainees and volunteers.
- 6) Promote and value children's experiences within an anti-discriminatory framework.
- 7) Foster respectful and warm relationships with children by taking part in activities with them.
- 8) Take an active role in arrangement of daily activities to meet the developmental needs of each individual child in your care.
- 9) Monitor and maintain records on each child's development in your Keyworker group. Liaise with parents, other team members and professionals as appropriate.
- 10) Ensure high standards of care and encourage personal hygiene with all of the children being consistently observant of their general health and welfare.
- 11) Maintain a child centred environment, reviewing room layout, appropriate displays and play materials to ensure the environment is stimulating and attractive.
- 12) Be aware of and implement all of the Centre's Policies including Child Protection, Equal Opportunities and Behaviour Management.
- 13) Be responsible for all children left in your care.

## **Parents**

- 1) Encourage parental involvement in every aspect of your work.
- 2) 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.

## Children Centre responsibilities

- 1) Work as a member of the team while accepting the individual responsibilities of the post.
- 2) Attend staff and other meetings as required.
- 3) Participate in fund-raising events.
- 4) Undertake training and regular appraisals as part of your personal and professional development.
- 5) Monitor the conditions of the toys and equipment in terms of health and safety and report any concerns immediately.
- 6) Work in compliance with the health and safety policy at all times.
- 7) Maintain high levels of record keeping as necessary in the course of your work e.g. accident book, register, daily diary.
- 8) Support students, trainees and volunteers under the supervision of the senior staff.
- 9) Serve meals and prepare snacks for the children, supervise mealtimes and clear away afterwards ensuring children are eating and drinking adequately.
- 10) Maintain the cleanliness of the nursery undertaking cleaning and laundry duties as required.
- 11) Undertake any other duties required in keeping with the aims of this post.

The post holder must all times carry out these duties and responsibilities with due regard to the Centre's Equal Opportunities Policy.

**This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.**

## Employee Specification

**POSITION: Nursery Assistant**

ESSENTIAL	DESIRABLE
<p><b>Knowledge &amp; Experience</b>            GCSE English &amp; maths at grade D or above            Experience of providing care &amp; educational experiences for children under 5            Knowledge of educational, developmental and health needs of children under 5</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>Willingness to work towards a Level 3 qualification in Years &amp; Childcare            Willingness to work towards the creation of a caring, safe atmosphere for all using the nursery/centre            Ability to communicate effectively, verbally and in writing            Willingness to attend to children's physical needs            Ability to work as part of a team</p>	<p><b>Knowledge &amp; Experience</b></p> <p>Knowledge of Child Protection procedures</p> <p>Knowledge of Equal Opportunities policy</p> <p>Knowledge of needs of children with Special Educational Needs</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>Awareness of needs of children and families from Black and Other Minority Ethnic groups</p> <p>Good organisational skills</p>
<p><b>SPECIAL CONDITIONS</b> This post involves working directly with children and will be subject to a pre-employment Criminal Records Bureau check. Establishments are open extended hours, so the post holder is required to work flexible hours</p>	