### PEARTREE WAY NURSERY SCHOOL

**JOB DESCRIPTION**

**JOB TITLE: Early Years Assistant (could include SEND and/or MSA role)**

**RESPONSIBLE TO: Headteacher**

**SALARY SCALE: Dependant on experience**

**HOURS: Full-time/Part-time**

**MAIN PURPOSE OF THE JOB:**

* To support with children settling into the setting.
* To interact appropriately with the children, taking into account their individual needs and making the most of every teachable moment.
* Possibly supporting a child with additional needs in the capacity of “familiar person”.
* To support in lunch club.
* To be committed to the safety and wellbeing of all children and nursery users, respecting and understanding the importance of confidentiality
* Ensure that the childcare provided is of the highest possible standard and that all statutory requirements are met.
* To ensure the safety, security and well-being of all children within the setting.
* Follow all school Policies and Procedures adhering to them at all times.
* To take part in Professional Development as arranged by the Headteacher.

**WORKING WITH OTHERS:**

* To support with the day to day running of the setting.
* To ensure the safety and wellbeing of the children at all times.
* To liaise with all staff and foster productive working relationships amongst the team.
* To respect and build positive relationships with all parents/carers, communicating clearly with them, encouraging them to participate in their child’s progress and development.
* To be involved in the delivery, recording and evaluating of suitable activities for the children that follow the EYFS curriculum, which are age and ability appropriate for each individual child.
* To contribute to a safe, stimulating and attractive environment.

**PROFESSIONAL APPROACH**

* To participate in appropriate training sessions, to ensure that you are up-to-date with whole school developments, County and OFSTED requirements.
* To be friendly, approachable and welcoming to all those accessing the school
* To be punctual, reliable and flexible
* To use own initiative and respond to situations as they arise, following the school policies and ethos.

**HEALTH and SAFETY**

* To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times within the setting.
* To ensure that all policies and procedures relating to child protection, confidentiality and data protection are operated at all times and report all concerns to an appropriate person.
* To assist in the security of the school building and the safety of the children.
* To ensure that details of any accidents are recorded and monitored and passed onto Key Persons as necessary and to follow any medical/dietary information pertinent to each child.
* There is a need, from time to time, to wipe up blood and other bodily fluids.
* There is a need to change nappies and assist with toileting and toilet training of children.

**CRIMINAL RECORDS BUREAU**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council’s pre-employment checks.

*The above job description is not exclusive or exhaustive and the post holder may be required to undertake other duties as may reasonably be expected within the scope and grading of the post. This job description will be reviewed annually at the start of each PDM cycle to ensure it is an accurate representation of the post.*

Headteacher: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Early Years Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_