

**Arlesdene Nursery School and Pre-school**

**Job Description**

<b><u>Job Title:</u></b>	Early Years Assistant – Nursery
<b><u>Contract:</u></b>	20 hours per week, 38 weeks a year (term time only) (Initially on a Fixed Term Contract Until July 2025)
<b><u>Hours:</u></b>	Monday to Friday 8.30am to 12.30pm
<b><u>Salary Scale:</u></b>	H2 - £14,069 Actual Salary Per Annum
<b><u>Responsible to:</u></b>	Headteacher and Nursery Teacher

**Purpose of the Post**

- To ensure that the provision in Nursery is of the highest possible standard and that all statutory requirements are met
- To be responsible for the care and learning of children with additional needs

**General Responsibilities**

- To be responsible for the emotional well-being and learning of children with additional needs
- To interact appropriately with children and parents, taking into account their individual needs
- To support parents to understand and help their child's learning and development
- To ensure that the environment is safe, clean and secure
- To build positive relationships with all staff in the school
- To work with other professionals in order to support the needs of children and their families
- To be responsible for protecting and safeguarding all children

**Responsibilities Specific to the Post**

- To work with the Senior Early Years Practitioners to assist in the planning of developmentally appropriate activities that support children's learning
- To assist in planning environments that meet the needs of all children
- To maintain children's records, carry out regular assessments and be accountable for children's progress and attainment

**Other Duties**

- To take part in supervision and the school's appraisal process.
- To maintain children's records, carry out regular assessments and be accountable for children's progress and attainment
- To carry out any other reasonable occasional duties commensurate with the grade of the post.
- To ensure up to date knowledge of all policies and procedures and that they are adhered to and implemented
- To contribute to the development of the school, showing commitment to our shared ethos and values

### **Equalities**

Be aware of and support difference and ensure that children and adults have equality of access to opportunities to learn and develop.

### **Health and Safety**

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection; and report all concerns to the Headteacher or other appropriate person.
- To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending the pre-school
- To record details of all accidents and pass them to parents/carers

### **Job Context**

Arlesdene Nursery School and Pre-school is open term time only from 8.45am to 3.30pm and INSET days for staff training. The post is working part time 20 hours per week, 38 weeks a year in our Nursery. The hours are Monday to Friday 8.30am to 12.30pm. The position is initially on a fixed term contract until July 2025, but there may be scope to extend this.

### **Knowledge, Experience and Training**

- Ability to work on own initiative and as part of a team.
- Experience of providing high quality care and learning for 3-4 year old children is desirable
- Understanding of the Early Years Foundation Stage Framework and Statutory guidance.
- An ability to observe, assess and plan for children's learning.
- Ability to write observations and reports for parents, carers and professional staff.
- Level 2/3 in childcare or other relevant qualification is desirable
- Current First Aid Certificate is desirable

### **Physical Effort**

There is a requirement for the postholder to be physically fit as some of the work requires being able to work on the floor with young children, join in physical play and to be able to lift and carry children and resources.

### **Working Environment**

There is a need, from time to time, to change children's nappies, support toilet training and to wipe up blood and other bodily fluids.

***The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary.***