



admin@greenfield.herts.sch.uk  
Tel: 01992 760779

# The Greenfield & Hurst Drive Federation

www.GreenfieldandHurstdrive.co.uk

Executive Headteacher:  
Mrs. Mireilli Forrest



admin@hurstdrive.herts.sch.uk  
Tel: 01992 624099

## Greenfield Nursery School- Early Years Assistant (EYA) – Job description and Person Specification

### 1. Introduction

Greenfield Nursery School is a maintained Nursery School educating children between 2-4 years old. Greenfield Nursery School is part of *The Greenfield and Hurst Drive Federation* and is situated in Waltham Cross in the Borough of Broxbourne, Hertfordshire- easily accessed by car via the A10 junction of the M25 (Junction 25) or by train, being only a ten- minute walk from Theobalds Grove or Waltham Cross railway stations.

#### Vision Statement

At Greenfield Nursery School our vision is 'Work together, Succeed together'

We believe this can be achieved through providing a nurturing inclusive and inspiring environment where we aim to ensure that everyone becomes a lifelong learner, confident to reach their potential.

### 2. Title and Grade of Post

Post title: Early Years Assistant (EYA)  
Contract type: Casual Supply, 0 hours contract  
Pay Scale: H2- pro rata term time only

### 3. The purpose of the job

To aid the Class Teacher and Early Years Practitioners as part of EYFS team, in working with children on their education and social development and provide a high quality of care.

This role demands that you are able to be flexible and work across the school providing, in some instances, short notice cover for absent staff.

### 4. Key responsibilities

1. Under the direction and supervision of qualified staff assist in the delivery of activities enhancing children's social and educational development implementing effective assessment procedures.
2. Assist in setting up and clearing away of displays and activities, including ensuring that the materials and equipment are safe and clean.
3. Attend to children's personal needs including assisting in children at mealtime.
4. Exchange information with parents / carers.

5. Assist other staff with the assessment procedures and systems to ensure children's progress and their records are maintained.
6. Adhere to school policies and procedures relating to safeguarding, particularly the Child Protection Policy, Supporting Children with Medical Needs Policy, Health and Safety Policy and the School Behaviour Policy.

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

### **Job Context**

- Works within a busy Nursery that offers high quality experiences for children aged 2 – 4 years.
- Work will follow the learning patterns appropriate to the setting day under the direction, guidance and supervision of a teacher or Senior Practitioner.
- Carries out allocated tasks under the supervision of a teacher or Senior Practitioner, problems generally referred.

### **Knowledge, Skills & Abilities**

- Completed a common core programme of induction for working with children.
- Working at national occupational standards (NOS) for skills for Children's Care, Learning and Development or STL and qualifications based on these at National Qualification Level 2
- Requires knowledge of procedures for supporting learning and play activities, including adapting activities to suit needs of early year's pupils.
- Skills in promoting high standards of literacy and oral competency for young children

### **Supervision**

- Works under the direction of the Class Teacher or Senior Practitioner.
- Communication with early year's pupils to encourage social, educational and physical development and acceptable behaviour. Exchange of information with other staff, parents/ carers.
- Assisting in the practical learning and play activities of individuals or small groups of children.
- Provides assistance to children on social, welfare and health matters and provides support on behaviour management of children.
- May demonstrate own duties to new or less experienced staff.

### **Problems, Demands & Decisions**

- Working with individuals or small groups of children where work is regularly interrupted, although this does not normally require switching from one activity to another.
- Resolves problems in relation to learning and play activities. Contributes to development of learning activities to suit needs of individual and groups of children.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children' personal needs and assisting with behaviour management.

### **Dimensions**

- No or limited responsibility for finance
- May demonstrate own duties to new or less experienced staff.
- Responsible for the careful and safe use and cleanliness of equipment; also, for recording activities and for the maintenance and updating of confidential pupil records.

### **Physical Effort**

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads with short periods of greater physical effort, such as lifting children where necessary.
- Assembly and clearing away of equipment.

## Working Environment

- Work is normally carried out in a nursery, where there is regular exposure to noise or other unpleasant conditions such as nappy changing.

Person Specification		
	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>- Experience of working in an early years establishment</li> <li>- Experience of adhering to school or work policies and procedures particularly health and safety, equal opportunities, child protection and behaviour</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working with children under 5.</li> <li>- Experience of working with a wide age range of children and children with additional support needs.</li> <li>- Knowledge of current curricular strategies</li> </ul>
Qualifications and Training	<ul style="list-style-type: none"> <li>- Knowledge of the Early Years Foundation Stage &amp; the Revised Early years foundation stage</li> </ul>	<ul style="list-style-type: none"> <li>- NNEB, NVQ 2 childcare and education or NVQ 2 education and childcare</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>- Knowledge of child development</li> <li>- The ability to communicate effectively both orally and in writing in English</li> <li>- Good personal organisation</li> <li>- Ability to work independently and as part of a team</li> <li>- Ability to show initiative in a range of situations</li> <li>- Ability to work sensitively and respect</li> <li>- Ability to interact positively with pupils, parents and colleagues.</li> <li>- Ability to maintain effective working relationships with others</li> <li>- Ability to use ICT to support children's learning and carry out duties associated with the post</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to plan for children's interests</li> <li>- Experience of implementing planned programs of support for children with speech and language difficulty (e.g. Wellcomm).</li> <li>- Sound knowledge of EYFS</li> <li>- Experience of using Assessment platforms such as Learning Journals</li> <li>- Proficient iPad user</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>- Confidence, warmth, sensitivity, reliability and enthusiasm</li> <li>- Good interpersonal skills</li> <li>- Dedicated and loyal</li> <li>- Committed to professional development</li> </ul>	<ul style="list-style-type: none"> <li>- Evidence of recent training</li> </ul>
Equal opportunities	<ul style="list-style-type: none"> <li>- Commitment to equality of opportunity for all regardless of sex, gender, disability and ethnic origin</li> </ul>	