



<b>Post Title</b>	Nursery Assistant - The Elms - R01 (59202)
<b>Organisation Advertising Description</b>	Hospitality and Accommodation Services - Day Nursery
<b>Full Time/Part Time</b>	Part time
<b>Salary &amp; Grade</b>	Grade: 200 Full time starting salary £15,818 to £16,102. With potential progression once in post to £18,415 a year.
<b>Duration of Post</b>	Permanent and fixed term roles available

### **Job Summary**

To provide care to children aged 0-5 years in line with the policies and procedures of The Elms and Oaks Day Nurseries

### **Main Duties**

- Adhering to the Policies & Procedures of The Elms and Oaks Day Nursery and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted and the Early Years Foundation Stage.
- Ensuring confidentiality is maintained in the nursery.
- Working as part of a team
- The care and supervision of the children with regard to their physical, emotional and intellectual needs.
- Working with the Nursery Practitioner on planning and preparation of activities, to meet children's individual needs, liaising with parents and negotiating working targets ensuring effective communication within the nursery.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed.
- Keeping of development records and observations
- Positive management of children's behaviour.
- Preparation, care, cleanliness and maintenance of the playrooms and equipment.
- Providing a good role model for students and help new staff to fit into the nursery.
- Keeping accident, incident and risk assessment records.
- Supervision of meals and mealtimes and where appropriate preparation of baby's bottles.
- Laundry duties
- Attendance of staff meetings as arranged by the Nursery Manager.

- Participating in regular parents' evenings, publicity, open weekends and children's outings.
- Any other duties appropriate to the post as directed by the Nursery Manager and Childcare

### **Knowledge, Skills, Qualifications and Experience Required**

- A good level of education
- An understanding of child development
- Experience of working with children
- Ability to follow instructions or work on own initiative as necessary
- Ability to communicate effectively with parents, careers and other professionals
- Ability to implement high health and safety standards
- Ability to work effectively as part of a team
- Ability to establish positive relationships with children
- A commitment to giving children the opportunity to reach their full potential
- A commitment to equal opportunities
- Willingness to participate in further training and development opportunities offered by the nursery to further knowledge
- A commitment to continuing professional developments
- Working towards NVQ 2/3 in Childcare and Education
- Experience of working in an early years setting