



**EAST SUSSEX COUNTY COUNCIL**

**Job Description**

<b>DEPARTMENT:</b>	Schools
<b>LOCATION:</b>	East Hoathly CE Primary School
<b>JOB TITLE:</b>	Nursery Assistant (qualified)
<b>GRADE:</b>	East Sussex Single Status Grade 3
<b>RESPONSIBLE TO:</b>	Nursery Supervisor
<b>MAIN PURPOSE OF THE JOB:</b>	To work effectively as part of the Nursery team, providing a stimulating and caring environment for pre-school children. To support team members to provide a high standard of care and education.

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**KEY TASKS**

1. To plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential.
2. To implement activities which encourage linguistic and social interaction between the children and their carers.
3. To be a key worker for a group of children. To observe, monitor and record all children's individual's development. To support unqualified nursery assistants in the implementation and evaluation of children's planning and progress.
4. To attend parents evenings/open days as required.
5. To communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills.
6. To promote the philosophy of 'learning through play'.
7. To help children acquire self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
8. To attend staff and team meetings as appropriate.

9. To help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
10. To be aware of and comply with the Nursery's Child Protection Policy, Confidentiality Procedures and other Nursery Policies.
11. To keep up to date with developments in childcare and parent education through regular training as appropriate.
12. To maintain records and documentation that comply with statutory requirements, and to support unqualified nursery assistants with the completion of such documents.
13. To ensure that everyone is treated as individuals with respect and full consideration, in line with the Nursery Equal Opportunities Policy.
14. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed..... Date .....



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### Person Specification

**Post Title: Nursery Assistant (qualified)**

**Location: Countywide**

**Grade: Single Status 3**

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to follow instructions or work on own initiative as necessary</li> <li>• Ability to communicate effectively with parents, carers and other professionals</li> <li>• Ability to keep accurate records</li> <li>• Ability to implement high health and safety standards</li> <li>• Ability to work effectively as part of a team</li> <li>• Ability to establish positive relationships with children</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ 2/3 in Childcare and Education or relevant equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further recent and relevant training or qualifications</li> <li>• Qualified in Paediatric First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of the Children Act 1989 and current legislation</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• An understanding of children’s development</li> <li>• An understanding of Birth to Three Matters and the Foundation Stage curriculum</li> </ul>		
<b>Experience</b>			<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A commitment to giving children and families the opportunity to reach their full potential</li> <li>• A commitment to Equal Opportunities</li> <li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li> <li>• A commitment to continuing professional development</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>



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**Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>