

Job Profile

Job Title: Nursery Assistant

Reports to Nursery Nurse

Job No: CAT

Location: The Flying Bull Academy, Portsmouth, but required to work at any academy where business is conducted that is within reasonable distance of the school.

Function of the post:

Contribute to the provision of a professional and quality Nursery Nurse provision, helping to create a stimulating, exciting and positive environment where the welfare and safety of the children between 2 years and 5 years old is key.

Principal Accountabilities:

1. In liaison with, and under the guidance of the Nursery Manager and following best practice, appropriately support pupils on an individual or small group basis to understand instructions, and complete activities, encouraging and developing independent learning and inclusion of all pupils to ensure progression and continuity.
2. Support the learning and development of children brought in to the care of the Nursery provision, promoting positive behaviour and emotional wellbeing, implementing interventions as appropriate and as directed by your line manager.
3. Supported by the Nursery Nurse, manage and develop the health and hygiene of children, promoting independence according to their age and ability, which will include, but not limited to, toileting, nappy changing, feeding and dressing.
4. As directed by your line manager and Nursery Nurse, follow the plans set for children's learning through play and adult led activities both indoors and outdoors, with the resources available based upon the EYFS curriculum. Ensure areas are clean and tidy after use, creating a safe, vibrant and engaging environment for learning.
5. Maintain accurate notes of observations of childrens' learning and upload to the appropriate system in line with Academy procedures.
6. Report any concerns or disclosures immediately to your line manager or a senior member of staff in-line with Academy policy and procedures.
7. As directed by, and with the Nursery Nurse, feedback to Parents and Carers at the end of each day regarding children in your care in line with Academy procedures, Confidentiality policy and safeguarding regulations.

8. Assist with special activities and extracurricular activities across the Academy, such as sports days, plays, concerts, open days, day trips, and educational visits.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

Right to Work:

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Staff will be subject to a satisfactory Disclosure Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	
Knowledge and Qualifications	<p>Level 2 NVQ/CACHE qualification in childcare or equivalent, with current knowledge of the EYFS curriculum and assessment</p> <p>Qualified as a Paediatric First Aider at Work, or willingness to train</p>	<p>Knowledge of safeguarding & Health and Safety requirements within a similar setting</p>	<p>Application Interview References</p>
Skills	<p>Evidence of strong communication skills with children that demonstrate an understanding and supports their development</p> <p>Ability to build strong working relationships for the benefit of pupils, communicating clearly and effectively with a wide range of individuals including pupils, colleagues, parents, carers and the local community</p> <p>Able to follow detailed instructions from senior staff and contribute to decisions about children's learning</p>	<p>Able to write observations and keep clear records which contribute towards the EYFS profile</p> <p>Able to change and adjust learning activities to improve pupil progress and address any misconceptions</p> <p>Computer literate to support the administration and children's activities</p>	<p>Application Interview References</p>
Experience	<p>Working with children from 2 to 5 years old, ideally in a similar setting</p> <p>Evidence of effectively supporting children which has proven to enhance their learning and development</p>		<p>Application Interview References</p>
Personal attributes	<p>Patient and caring, committed to the needs of the children attending the nursery</p> <p>Good communicator, understanding the need for confidentiality at all times</p> <p>A strong team player with a flexible approach, and willingness to learn, committed to supporting the needs and demands of the provision</p>		<p>Interview References</p>