

BLACKSHAW NURSERY

JOB TITLE: Nursery Assistant
(minimum NVQ level 2 or equivalent qualification)

LOCATION: Blackshaw Road, Tooting, London SW17 OBZ

RESPONSIBLE TO: The Childcare Co-ordinator, her Deputy, the
Nursery Supervisor and the Administrator

MAIN OBJECTIVE OF THE POST: To provide high quality childcare for children aged between 3 months and 5 years as transmitted by the Childcare Co-ordinator, in conjunction with staff, in accordance with nursery policies and procedures, and to be aware and understand the needs of the users of the nursery, being responsive in the nursery provision.

PARTICULAR RESPONSIBILITIES:

To be responsible for the care of children aged between 3 months and 5 years of age.

To meet the daily needs and requirements of the children and the nursery at all times and to promote positive behaviour/good communication with the children to raise their self-esteem and confidence.

To recognise the child's stage of development and to provide stimulating activities which will enable them to develop to their full intellectual, social, physical, emotional and educational potential.

To ensure the children's environment is kept clean, tidy and safe; ensuring work surfaces and floors are kept clean and dirt-free.

To provide a non-racist and non-sexist environment and to ensure that the activities provided take into account the children's religion, culture, racial origin and linguistic background. To comply with the nursery equal opportunities policy.

To arrange interesting and educational outings for the children.

To keep records on the children as necessary.

To promote parental involvement in the nursery and to be prepared to work in partnership with the parent/guardian.

To have responsibility for the health and safety and welfare of self and others and to comply at all times with the Health & Safety policy and rules.

To identify any concerns about or shortcomings in the services provided and report these to the Childcare Co-ordinator or her Deputy.

To be fully aware of all children's dietary and medical requirements, which are displayed, and ensure that any medical changes or variations are recorded and communicated appropriately.

To give prescribed medication/appropriate first aid when necessary.

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To attend staff meetings and staff supervision appointments and develop professional relationships within the staff team.

To work on a shift basis.

To clean and sterilise play equipment regularly.

To regularly change the children's/baby's bedding and to undergo laundry tasks.

To carry out recording observations/assessments at regular stages as required by the nursery management team.

To engage in planning and devising an educational care programme for the children which promotes learning and developmental progression.

To follow nursery policies and procedures at all times.

To participate and undertake in all statutory training, including first aid, moving & handling, child protection, fire safety and food hygiene.

To undertake training as necessary, in line with the development of the post and as agreed with the management team as part of the personal development planning process.

To undertake further training as required.

To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

To contribute positively to the effectiveness and efficiency of the team in which he/she works.

To carry out any other duties as requested by the Childcare Co-ordinator, her Deputy, the Nursery Supervisor or the Administrator.

Working hours: 36 hours a week on a shift basis arranged in advance by rota

Annual leave: 22 days for each full year worked

This job description is not an exhaustive document but it is a reflection of the current position. Details and emphasis may change in consultation with the post-holder in line with the needs of the nursery.

Management team = Childcare Co-ordinator, Deputy Childcare Co-ordinator, Nursery Supervisor and Administrator.

File: najobdes /May 16