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| **Job Description** |
| **Post title** | Nursery Assistant Louisa Centre |
| **JE Reference No** | A3917 |
| **Grade** | Grade 4 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Education & Skills – Professional Support & Development |
| **Reporting to** | Senior Officer |
| **Location** | Your normal place of work will be Louisa Centre, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

Under the direction of the Senior Officer the postholder will work as part of the DCC Early Years Team contributing to the delivery of high quality childcare services for families and children aged (0-5)

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

To contribute to improving the quality of education and learning opportunities for services users by the following :

* To work in accordance with the EYFS and Statutory Welfare Requirements.
* To follow all safeguarding procedures and protocols of Durham County Council
* To assist in leading the provision of a stimulating range of activities both indoors and out, relevant to the needs of children in the (0-5) years age range.
* To observe, monitor and assess children’s learning in accordance with the EYFS.
* To work outdoors in all weathers for large proportions of the day.
* To contribute to the planning of continuous provision and responding to children’s interests.
* To encourage the children to develop their independence and individuality within supportive group care, by working as a team member.
* To treat information on work related matters confidentially.
* Maintaining accurate records
* To be willing to attend training as identified through DCC Personal Development Record.
* To assist in maintaining high standards of hygiene with regard to children, equipment and the premises.
* To ensure the safety of the children when leading external visits from the setting.
* To record and report any injury as well as any suspicious non accidental injury in accordance with safeguarding procedures.
* To ensure parents feel welcome and at ease at in the setting by encouraging participation and discussions.
* To attend regular staff meetings and in house training sessions as required out of normal working hours.
* The health, safety and welfare of yourself and anyone who may be affected by your work. In particular compliance with safe systems of work in accordance with policies and procedures of the Council and current legislation.
* Contributing to the development of good practice within the service.
* To work in partnership with colleagues, other agencies and organisations
* To undertake any other duties as appropriate to and commensurate with grade.

Given the dynamic nature of the role and structure of Children and Adults Services at the present time it must be accepted that as the services work develops and changes there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the officer which may, if s/he wishes involve a union representative.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 3 in a Relevant Early Years Qualification or equivalent
* Level 1 in Safeguarding Training
 | * First Aid Certificate
* Basic Food Hygiene Certificate
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| Experience | * Experience of working in an early years setting with 0-5 years.
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| Skills & Knowledge | * Working knowledge of EYFS and welfare requirements and ability to implement within the setting
* Sound Knowledge of Safeguarding procedures
* Effective communication skills
* Up to date knowledge of childcare and child development for under 5
* Ability to work in partnership with parents
* A child centred approach to promote the welfare and well being of the child
* Understanding of observation and assessment
* Knowledge of the key person role
* A commitment to equality and diversity
* Ability to work as part of a team
* Flexible approach to support needs of setting
* Good communication skills
* Ability to use initiative
* Ability to deal with stressful situations
* Ability to contribute to meetings
* Ability to work in partnership with other agencies and professionals.
 | * Awareness of supporting vulnerable children and their families
* Awareness of SEND Code of Practice
* IT skills in particular use of Microsoft Word and Publisher
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| Personal Qualities | * High personal and proffessional standards
* Commitment to continuous personal learning and development
* Non-judgemental attitude
* Enthusiasm and motivation
* Empathy
* Willingness to work outside normal hours, including evenings and weekends
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