

## JOB DESCRIPTION

**Job Title:** Nursery Assistant

**Grade:** Grade 2

**Hours:** 25 hours - All Year Round

**Location:** Aim High Daycare, Dubmire Academy

**Responsible to:** Daycare Manager / Deputy Daycare Manager / Senior Leadership Team

**Responsible for:**

Delivery of Childcare and Education within Daycare of the 0-5 provision delivered at Aim High Academy Trust Dubmire.

**Purpose of Role:**

To assist in delivering high quality experiences for children to develop within the daycare setting, working as part of a team, in partnership with parents/carers and the wider community. To promote the aims of Aim High Academy Trust.

**Principle Responsibilities:**

- To assist in the provision of an early year's environment in which children are safe, happy and supported in fulfilling their individual potential.
- To work to agreed policies and practices ensuring a good quality standard of care within Ofsted standards.
- To work under the direction of the Academy Senior Leaders, Daycare Manager and other professionals within the 0-5 provision to contribute to the planning of the Early Years Foundation Stage experiences.
- To ensure the general health and welfare of children are met including care, comfort and emotional wellbeing of children in your care.
- To work within policies and procedures to promote a fully inclusive service.
- To have an understanding of Safeguarding issues and liaise with the Designated Person or Special Educational Needs and Disability co-ordinator should areas of concern arise.
- To consult with other members of the team to ensure individual needs are met. This includes being part of the wider team of the 0-5 provision and beyond.
- To have knowledge of other professional and informal support services and be able to sensitively signpost parents towards these.
- To consult with other professionals when appropriate ensuring individual needs are met.

- To establish and develop a good relationship with parents and carers through dialogue, co-operation and partnership. To share with parents and carers information about their child to ensure individual needs are met.
- Assist in the planning for children in your care. To complete appropriate assessments of children, including providing reports and documentation of children.
- Updating parents with current information about the setting.
- To ensure that the provision you are in is of high quality to meet the needs of individual children from differing cultures, religious backgrounds considering the stages of their development.
- To be flexible within the working practices of the setting including undertaking of domestic tasks, such as cooking and cleaning.
- To constantly re-appraise professional performance and to participate in training courses. To keep informed of current childcare legislation and good practice.
- To attend and participate in meetings as required.
- To attend out of hours' activities including training, parent's evenings, event parties, fayres.
- To undertake any other duties as may be required.
- To be aware of the overarching aims of Dubmire 0-5 provision and to always uphold standards.

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The Post-holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The Post-holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The Post-holder must comply with the principles of the Freedom of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The Post-holder must carry out his or her duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct and all other Academy Policies.

The Post-holder must comply with the Academy's Health and Safety rules and regulations and with Health and Safety legislation.

### **Qualifications Required**

**Applicants must have a NVQ Level 2 in childcare and education or equivalent. If applying after September 2014 via an Early Years Educator programme a C grade pass at level 2 numeracy and literacy is essential.**