

Job Description

Post Title: Nursery Assistant (AA4215)

Evaluation: 378 Points

Grade: N3

Responsible to: Nursery Manager or Deputy

Responsible for: N/A

Job Purpose: To be actively involved in the provision of effective care and education of children within Castle Nurseries within the contexts of the child's needs, their family and community.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To provide care and education through the provision of safe, stimulating enjoyable and constructive activities, this will include following daily routines, and participating in activities and events.
2. To support Nursery staff in the creation and maintenance of a high quality, happy, stimulating and safe environment for children both within and outside the nursery building.
3. To be aware of the health, welfare and safety needs of children responding appropriately and efficiently to their physical, social, emotional and educational needs and to promote good health and hygiene in the nursery.
4. To contribute to record keeping for individual children as requested, and to alert management of any concerns relating to the wellbeing of individual children.
5. To assist in maintaining a healthy, safe, secure, clean and hygienic environment and to act in accordance with the City Councils and Service policies and procedures
6. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.