

JOB DESCRIPTION

POST: **Nursery Assistant** – Sunflower Nursery

DATE: July 2014

REPORTING TO: Nursery Manager

RESPONSIBLE TO: **Nursery Co Ordinator/ Group Leader**

Overall Purpose:

The Sunflower Nursery is registered with OFSTED to provide full day care for children from 6 months to 5 years of age.

The nursery provides a safe, caring and stimulating environment for young children. It aims to meet children's physical, emotional, social and play needs. Children are respected as individuals and are encouraged to develop skills and knowledge at their own pace. Employees encourage children to explore and discover new experiences and widen their understanding of the world and other people.

Job purpose:

- To work with children throughout the Nursery as required
- To demonstrate good communication with all nursery employees and ensure you Remain up to date with the operational requirements of each room
- To fulfil the responsibilities of a key worker as/when required to do so.

A Child care

1. To supervise and care for children ensuring a high standard of child care is maintained at all times.
2. To provide a stimulating environment for the children, ensuring that the individual needs of each child are met, and to create opportunities for children to learn
3. To assist with planning activities in consultation with Group Leaders and Nursery Keyworkers and to record and evaluate activities you have undertaken.
4. To keep Children's Development records and produce Education and Care plans when required on individual children.
5. To liaise on a daily basis with the parents of the children, providing feedback as required
6. To bring to the attention of the Nursery Management team any concerns relating to the health and safety of the children.
7. To take responsibility for a group of children as required.

8. To understand and comply with the Nursery's policies in relation to children, including Safeguarding Policy and Procedure and to follow all procedures as laid down.
9. To be familiar with and refer to the care plans and essential information records for all children throughout the nursery and ensure the records of the children within your care are accurate and up to date

B Parents and Community

1. To work in partnership with parents/carers and foster positive relations between parents/carers, children, employees and the wider community
2. To participate in parents/carers evenings or open events as requested
3. To contribute to events arranged for parents/carers and families of a social or educational nature
4. To positively promote the nursery within the community

C General

1. To attend team meetings and training as required which may held on evenings or weekends.
2. To comply with all CHS Group policies and procedures.
3. To undertake some general duties in relation to the daily running of the Nursery including laundry, washing up and other kitchen duties and cleaning duties.
4. To tidy/prepare the nursery rooms in readiness for the next days activities
5. To meet with your designated Line Manager for 1 to 1 supervisions on a regular basis to talk about your work and progress at the Nursery.
5. To attend an appraisal on an interim and annual basis.
6. To produce and submit evidence at your appraisal to support your Career Pathway.
7. To treat any information relating to work within the Nursery as confidential.
8. To work in partnership with the other nursery within CHS Group as and when required
9. To have a flexible approach regarding working within other areas of the nursery as and when required to ensure the smooth running and operational requirements of the nursery
10. To undertake such other duties as may be required from time to time in keeping with the nature and scale of the post.

As the needs of the organisation change rapidly, this role will change accordingly, therefore this document should be viewed as guidelines which are subject to change