

## **JOB DESCRIPTION**

**Post Title:** Nursery Assistant  
**Responsible to:** Nursery Manager  
**Responsible for:** Childcare  
**Location:** Shama Women's Centre  
**Hours:** Upto 15 hours a week  
**Salary:** £7.50 per hour  
**Type of Contract:** **Sessional**

### **Main Purpose of the Job:**

To contribute a high standard of physical, emotional, social, and intellectual care for children placed in the nursery as required by Ofsted and Early Years Education.

### **Duties and Responsibilities**

- As part of a team carry out educational and development activities with children appropriate to different stages of development and their cultural needs.
- To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff.
- Maintain accurate records of achievement for children, involving parents /carers.
- Work alongside parents/carers of special needs children to provide full integration in the nursery.
- Work as part of a team, supporting other staff.
- Uphold standards within the nursery by adhering to all policies and procedures.
- Contribute to the Self Evaluation Form for the nursery through group work and record keeping.
- To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery e.g. preparation of snack, cleansing of equipment etc.
- Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it.
- Provide administrative/IT support as part of a team when required.

- To actively promote and support the safeguarding of children in the workplace, ensuring nursery policies and procedures are observed at all times.

## **Safeguarding**

Be familiar with and implement the centres Child Protection & safeguarding policy.

## **Learning and Development**

- To attend relevant group activities, e.g. training, monthly staff meetings, parents/carers meetings.
- To develop your role within the team especially with regard as a key worker.
- Participate in learning and development as required through training etc.
- Maintaining learning and development records

## **Health & Safety**

- To ensure that the Health & Safety standards are met in accordance with the policies and guidance set by the Management Committee.
- Ensure personal, staff safety whilst on the premises; informing Management of any issues comprising this as outlined in the policy.
- To inform the managers of the needs to make improvements in the Health & Safety aspects where necessary.

## **Equality and Diversity**

- Ensure Shama Women's Centre Equality and Diversity policy is implemented in all areas of work.

This job description is not definitive or exhaustive. It may be reviewed in the light of changing circumstances and does not form part of the contract of employment.