



Assistant job description and person specification

Job Title: Nursery Assistant

Responsible To: Room Leader

Salary: Minimum wage

Hours of Work: 0 hours- Up to 37.5 hours a week

Location: Cywion Bach

Purpose of Job:

The assistant will assist the leader and assistant leader in all areas of work in the day-to-day running of the setting. This will include ensuring safe, stimulating play for each individual child; fulfilling legal and statutory requirements; contributing to and implementing playgroup policies; in addition to acting as a key worker for a group of children and communicating progress on a regular basis with their parents.

Other requirements may be included in the setting's service level agreements (SLA) in line with the Foundation Phase or Estyn.

Main Duties:

Children

- Assist in ensuring the provision of a safe, stimulating early years environment in which children are able to learn and play through planned activities.
- Assist in the planning preparation and delivery of activities that meet children's individual developmental needs in line with Foundation Phase, including evaluation and assessment as part of a team.
- Assist in the curriculum planning, assessment and reporting.
- Assist in following guidelines and procedures for child protection and safeguarding as recommended by the registering authority.
- Assist in setting up the group's equipment before each session and clearing away after children have left.

- Assist in implementing procedures for children with additional needs.

Staff and Management

- Inform the line manager of any problems, disagreements and/or concerns.
- Take an active part in team meetings, planning and preparation of activities.
- Assist where directed in liaising with parents, schools and other agencies.
- Encourage parental involvement and support of the setting.
- Treat all children, parents, staff/colleagues, committee and trustees with respect and provide an example of good conduct that you would expect others to follow.

Administration

- Assist in ensuring all administration is up to date.
- Assist where directed in ensuring records and systems are maintained.

Legal

- Assist in ensuring that all aspects of service provision meet with the requirements of relevant legislation, eg The Children Act 1989, CIW, and Estyn. Help to maintain the standards at all times with the support of other staff, committee, trustees and manager.
- Assist in undertaking the health and safety responsibilities that fall within the Health and Safety at Work etc Act 1974.
- Assist in ensuring that all activities are operated in accordance with equal opportunities legislation and all policies.
- Assist in carrying out and maintaining risk assessments and policies.
- Attend regular training to keep updated on legislation and for personal development.

There is a six-month probationary period for this post and it is subject to a satisfactory enhanced DBS check. This job description is as currently applies and will be reviewed regularly as part of development and performance review, and may be subject to other variances. You may be required to undertake other tasks that can be reasonably assigned to you from time to time.

The management committee approved this job description.

Signed _____ Review date _____

Person Specification

E = Essential

D = Desirable

1. To possess a relevant qualification as defined by the registering authority – level 2 or 3 in early years and childcare, can be working towards level 3. E
2. Experience of working with pre-school aged children. E
3. Knowledge and practical experience of CIW legislation relevant to the childcare provision. E
4. Knowledge and practical experience of Estyn legislation relevant to the childcare provision. D
5. Knowledge and practical experience of Foundation Phase curriculum relevant to the childcare provision. D
6. Ability to assist in detailed appropriate planning for all children's needs. D
7. Ability to communicate effectively with a wide range of individuals and organisations. D
8. An understanding and commitment to equal opportunities. D
9. An understanding of play and child development and the ability to meet children's individual needs. E
10. Experience working with children with additional needs and any procedures settings must follow. D
11. An ability to demonstrate a wide range of practical play work skills. D
12. Current first aid certificate. D
13. Current basic food hygiene certificate. D
14. Current child protection certificate. D
15. Experience of implementing risk assessments and policies. D
16. Ability to incorporate basic Welsh into the children's learning. D