



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	Nursery Assistant (unqualified)
GRADE:	East Sussex Single Status Grade 2
RESPONSIBLE TO:	Nursery Supervisor
MAIN PURPOSE OF THE JOB:	To work effectively as part of the Nursery team, providing a stimulating and caring environment for pre-school children.

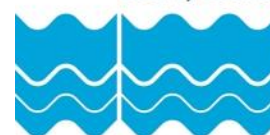
KEY TASKS

1. To help prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential.
2. To assist the Nursery Practitioners with activities to encourage speech and language and social interaction between the children and their carers.
3. To work with a key group of children under the supervision of the Nursery Supervisor, observing, monitoring and recording each individual's development.
4. To attend parents evenings/open days as required.
5. To promote the philosophy of 'learning through play'.
6. To support children in acquiring self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
7. To attend staff and team meetings as appropriate.
8. To help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
9. To be aware of and comply with the Nursery's Child Protection Policy, Confidentiality Procedures and other Nursery Policies.

10. To keep up to date with developments in childcare through regular training as appropriate.
11. To work under supervision to maintain records and documentation that comply with statutory requirements.
12. To ensure that everyone is treated as individuals with respect and full consideration, in line with the Nursery Equal Opportunities Policy.
13. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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Person Specification

Post Title: Nursery Assistant (unqualified)

Location: Countywide

Grade: Single Status 2

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to follow instructions or work on own initiative as necessary • Ability to communicate effectively with parents, carers and other professionals • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to implement high health and safety standards • Ability to work effectively as part of a team • Ability to establish positive relationships with children 		<ul style="list-style-type: none"> • Application /Interview
Education & Qualifications	<ul style="list-style-type: none"> • A good level of education 	<ul style="list-style-type: none"> • Working towards NVQ 2/3 in Childcare and Education 	<ul style="list-style-type: none"> • Application /Interview
Knowledge	<ul style="list-style-type: none"> • An understanding of children's development 	<ul style="list-style-type: none"> • Basic knowledge of Paediatric First Aid 	<ul style="list-style-type: none"> • Application /Interview

Experience	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Experience of working in a childcare setting 	<ul style="list-style-type: none"> • Application /Interview
Personal Attributes	<ul style="list-style-type: none"> • A commitment to giving children and families the opportunity to reach their full potential • A commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge • A commitment to continuing professional development 		<ul style="list-style-type: none"> • Application /Interview
<p>Date (drawn up): November 2009 Reference of Officer(s) drawing up person specifications: JM</p>			



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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>