Haven Nursery School

Early Years Assistant

JOB DESCRIPTION

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Post: Early Years Assistant

Responsible to: Lead Practitioner

Contract/Hours: 37 hours per week, 52 weeks per year (Permanent)

Salary Details: Grade B, HCC Support Staff Pay Scale - £25,615 - £25,958

Function: To assist in the provision of a high standard of childcare within a stimulating and friendly environment that is physically and emotionally secure, in accordance with Hampshire County Council policies and practice and meeting national standards.

General Duties:

- To assist in the reception of children and settling them into nursery as well as the preparation of children for collection by their parent or carer.
- In a developing role and under guidance of senior staff, to take limited key person responsibility for a group of children, observing, monitoring, reviewing and recording the development of each child.
- To attend to the physical needs of children in the age range including feeding and nappy changing; to foster their development, independence and self-reliance; PE, toilet training/supervising.
- Report any concerns about a child with any physical, social or emotional concerns to a senior member of staff.
- To participate in taking children out of the nursery on activity visits eg shopping, park, library, farm and act in loco parentis, in the absence of parents
- To assist in the implementation of a curriculum of activities to ensure that the physical intellectual, emotional and social needs of each child are met
- To encourage children to explore and investigate play activities and games, developing social and motor skills.
- To encourage interaction between adults and children.
- To report to senior staff any child they observe is not thriving.

Liaison with parents

- To assist in maintaining good working relationships with parents and as required participating in meetings with parents and carers.
- Where undertaking a person role, to liaise with parents on the care, progress and well-being of their child.

Resources

- Under the supervision of senior staff, to assist in the preparation of materials and equipment at the start of each session.
- To clear equipment away after use and help ensure all toys, equipment, rooms and play areas are kept safe and hygienic at all times and as clean and tidy as is practicable.
- To help maintain the safety of equipment and premises and to report any defects to senior staff.

Teamwork

- To work co-operatively as part of a team and where necessary to provide cover for other nursery staff
- To attend and participate in staff meetings

Administration and Finance

- Where undertaking a key person responsibility, to maintain appropriate records for particular children under the guidance of senior staff.
- To record data to support nursery procedures under guidance as necessary.

Health, Safety and Welfare

- To maintain high standards of cleanliness and hygiene for children (including changing children's clothes as required), equipment and environment
- To ensure that accidents are attended to by a trained first aider immediately and provide comfort to sick or injured children

Corporate and statutory initiatives - equalities/health and safety/e-government/ sustainability

- To ensure the health. safety and welfare of all users of the nursery
- To act in accordance with national policy and current legislation relating to nurseries and those issued by HCC

KEY DECISION MAKING AREAS IN THE ROLE

Development of individual pupils

- How to interact with children (e.g. to assist in children's play or dispel upsets)
- To discuss and give input to the assessment of progress and refer any concerns to a senior member of staff

Resources / equipment

- Identify and report defects to a senior member of staff
- Identify and withdraw potentially dangerous toys and equipment and report to a senior member of staff

First Aid

- To ensure any accidents are attended to by the trained first aider immediately

Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

- No financial responsibilities
- Ratio of children per member of staff follows Ofsted guidelines and is managed by Nursery Manager or Deputy.

Main Contacts – external/internal customer contacts and purpose

- Children – daily
- Parents – where appropriate (i.e. if in developing key person role) to liaise over the progress/development/needs of their child
- Nursery staff/Nursery Manager – daily to receive/share information on individual pupils

Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

- Exposure to bodily fluids – nappy changing, vomit etc.
- Bending, stretching and working at low levels e.g. on the floor
- Lifting and carrying children and equipment

Role requirements for operational effectiveness.

- Have a genuine interest and some experience of working with the age range of children
- Have an understanding of the needs of children in the age range
- To hold education equivalent to at least GCSE English at Grade D or above and demonstrate a commitment to working towards a suitable vocational qualification in child care (minimum requirement NVQ Level 2)
- Able to use own initiative and work as part of a team

Context/Additional Information

Working with very young children can be emotionally and physically challenging.

You may be required to undertake any duties as reasonably required in order to meet operational requirements.

It is likely that most duties will relate to working with children aged 3 and 4, but work across the 0-5 age range might be required.

How to apply:

Visits to the Nursery are warmly welcomed. Please contact the school office if you wish to visit on 01329 232095. For more information or to apply, please see our website www.haven-sch.org or come into reception to pick up an application pack.

Due to the high priority of these roles, applications will be reviewed upon receipt and successful candidates will be contacted regarding interview arrangements ASAP prior to closing date.

We strongly recommend that prospective candidates arrange to visit our setting before applying so they have a chance to tour Haven and for an informal chat.