



THE HUNNY NURSERIES

JOB DESCRIPTION - NURSERY ASSISTANT

PURPOSE OF POST

To contribute towards a high standard of physical, emotional, social and intellectual care for the children placed in the nursery.

To give support to work colleagues within the nursery

To implement the daily routine

Key Areas

Work with Children

Team Work

Liaise with Parents

RESPONSIBLE TO

Nursery Manager

Deputy Manager

Senior Nursery Officer

Nursery Officer

DUTIES AND RESPONSIBILITIES

1. Take part in time tabling and encouraging all areas of age development, ensuring variety and appropriateness of activities in your area in conjunction with other staff. Encourage physical development and wellbeing at all times. Be aware of age related needs, prepare toys, activities and equipment for that age group to reach their full potential.
2. Give comfort and care at all times. Children to feel welcome and safe.
3. To keep a up to date records of achievement files on your key children to inform your practice and the children's parents.
4. Work alongside parents with children with different needs to give full integration in the nursery.
5. Support all staff and engage in a good staff team.
6. Liaise with and support parents and other family members.
7. To attend ALL out of work hours activities, e.g. monthly staff meeting, parents evening, summer fates, Christmas party, etc.



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8. To be flexible within working practices of nursery. Be prepared to help where needed, including undertaking certain domestic jobs within the nursery, e.g. cleansing of equipment etc.
9. Work alongside the manager and staff team to ensure that the philosophy behind the nursery is fulfilled.
10. Recording accidents and incidents
11. Look upon the Nursery, as a "whole" where can your help be most utilized? Be constantly aware of the needs of children.
12. Ensure someone known to nursery collects the children.
13. To respect the confidentiality of information received.
14. To ensure that you fully understand all the policies and procedures of The Hunny Nurseries.
15. To ensure that you keep up to date with new legislation and requirements.
16. To develop your role within the team especially with regards as a key worker.
17. To report any Health and Safety hazards to the Nursery Officer in Charge/Management team.
18. To participate in any Training and Development to ensure that best practice can be implemented within the nursery.
19. Any other duties requested of the Management Team.
20. Fully aware of all First Aid procedures and health and safety practices. Follow all risk assessments.
21. To make the necessary steps to ensure the management of children's behaviour. To maintain self-control when dealing with difficult or disruptive children. To support a program of behaviour management. To praise good behavior.
22. To ensure that the welfare of the children is paramount and all safe guarding policies are adhered to.
23. Regular, punctual attendance
24. Maintain a current awareness of professional and service issues and to be responsible for your own development. Mandatory qualifications will be expected to be undertaken and then updated at relevant periods.
25. Regular lifting and handling of children and equipment

SPECIFIC CHILD CARE TASKS

- The preparation and completion of activities to suit the child's stage of development.
- To ensure that mealtimes are a time of pleasant social sharing



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- Washing and changing children as required.
- Providing comfort and warmth to all children.
- To ensure the attendance of the children is carried out according to the procedures.
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, dietary requirements and stages of development.
- To liaise with outside agencies as required

To be aware of the high profile of The Hunny Nurseries and to uphold its standards at all times. Be committed to keep children safe from harm and abuse and promote their welfare by building positive relationships with both children and their parents.