



Queens' Federation

Queen Emma Nursery

Nursery Assistant

Due to maternity leave the Governors are seeking to appoint a Nursery Assistant, with the possibility of becoming permanent. The successful candidate will be working within our day care and nursery classes, offering high quality nursery provision term time only, Monday – Friday 8:30 am – 3:30 pm. You would be responsible for providing a safe, stimulating and inclusive environment in which all our children can thrive.

The key duties of a Nursery Assistant include;

- Working under the direction of the room leader to plan and provide the best possible care and education for the children at the nursery taking into consideration best practice and EYFS curriculum guidance.
- Be responsible for the care and supervision of children as they undertake a variety of activities, providing appropriate levels of support and interaction.
- Being an effective key worker to those children assigned to you. Taking a proactive role in their development and ensuring they have a positive nursery experience.
- Ensure that the highest standards of health and safety apply to children staff, parents and visitors maintaining a safe and secure environment.
- To follow all routines, duties and timetables and any other reasonable duty as requested by senior staff.
- Responsible for children's individual personal hygiene needs and to ensure that all policies and procedures are complied within this regard
- Establish and develop a good relationship with parents and carers, through dialogue, co-operation and partnership.
- Complete all nursery documentation as required including undertaking assessment records and other relevant paperwork.
- Undertake training as appropriate and attend staff meetings as requested.

Key attributes of the Nursery Assistant include;

- Previous volunteering experience with younger children is desirable
- Excellent creative ability and organisational skills
- Ability to work on own initiative
- Effective team player
- Excellent communicator at all levels

Queens' Federation is committed to safeguarding and promoting the welfare of children. The successful candidate will be expected to have an enhanced DBS check.