



Queens' Federation

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## Queen Emma Nursery

### **Nursery Assistant**

Due to internal movement within the Nursery, the Governors are seeking to appoint a member of staff for Queen Emma nursery. The part time position will be working three days at the end of the week. We are looking for an enthusiastic practitioner to join our dynamic and forward thinking team. We were recently praised in our Ofsted inspection (June 2017): "You are accurate in your judgement that early years is a strength of the school. As a consequence, children enjoy learning and make good progress in a range of skills." The Nursery is highly regarded in the local community and we would like to appoint a candidate that is committed to maintaining this high standard of care and education.

The position is for 20.25 per hours per week, 3 days per week on a Wednesday, Thursday and Friday from 8:30 am – 3:45 pm. The successful candidate will be working within our 26 place Nursery class (3 and 4 year olds) offering high quality Nursery provision. To be considered for the position it is desirable, but not essential, that you will hold a Level 2 or 3 Childcare qualification. The candidate will be required to have good knowledge of the EYFS and experience as a key worker.

#### **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.