Cherry Pips Nursery

Job Description

Nursery Assistant

Position: Nursery Assistant

Responsible to: Nursery Manager

Date of appointment: June 2021 / August 2021.

Background:

Cherry Pips Nursery is a 24 place Preschool offering child care from 7:30am until 6:00pm 38 weeks of the year operating as part of Cherry Orchard Primary Academy. As we are part of Cherry Orchard Primary Academy we are able to utilise the resources and environment around us to provide a stimulating and exciting learning experience whilst encouraging the children to develop a sense of independence.

Main purpose: To work as a Key Worker and as part of the Nursery Team under the direction of the Nursery Manager / Room Leader to provide safe, high quality education and care for young children.

Main duties:

- To assist the Nursery Team in establishing effective teaching and routines in the Nursery. Following the 'Planning in the Moment' approach.
- To be an effective Nursery Assistant offering an appropriate level of support and stimulation to children in the Nursery.
- To input and assist with the planning of the curriculum.
- To write purposeful observations of the children linked to the curriculum which will then contribute to their Learning Journals.
- To ensure the classroom environments inside and out are safe for children.
- To act as a Key Worker for a small group of children, liaising closely with parents and carers ensuring each child's needs are recognised and met.
- To advise the Nursery Manager / Room Leader of any concerns. Eg. Over children, parents, staff or the safety of equipment preserving confidentiality as necessary.
- To promote positive behaviour from children and assist in establishing good standards of behaviour throughout the Nursery.
- To demonstrate the ability to work as part of a team.
- To ensure the Nursery is inclusive to all children - including supporting children with Special Educational Needs and providing personal care for children who require this.
- To ensure the Nursery is a high quality environment meeting the needs of all individual children from different cultures, religious backgrounds and stages of development.
- To keep accurate records - including accident forms.

- To display a sound knowledge and understanding of safeguarding. Adhering to our policies and procedures.
- To respect confidentiality of information.
- To be constantly aware of the needs of the children.
- To be involved in staff training and development.
- To work alongside the Manager, Nursery team and the wider school to ensure that the philosophy of the school is fulfilled.

The duties above may vary to meet the changing demands of the Academy at the discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform.