



# WINTERFOLD

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## NURSERY ASSISTANT

We seek a qualified, professional and personable individual to carry out this role in our Woodhouse Nursery, situated within the grounds of Winterfold House School.

Working hours Monday, Tuesday, Wednesday Friday 8.00am - 6.00pm  
or Wednesday, Thursday, Friday 8.00am - 6.00pm

Informal discussions with the Nursery Manager, Mrs. Shelia Parker 01562 777532

**Closing date for all applications 16<sup>th</sup> September 2019**

*The School is committed to safeguarding and promoting the welfare of children and young people.  
Applicants must be willing to undergo child protection screening including checks with past employers.*

## JOB DESCRIPTION

JOB TITLE: Nursery Assistant

LINE MANAGER: Sheila Parker - Nursery Manager

### JOB OVERVIEW:

- To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Woodhouse Nursery, having regard to the requirements of the School's aims, objectives and schemes of work and any policies of the Governing Body.
- To give support to other personnel within the Nursery.
- To implement the daily routine in the base room.

### HOURS OF WORK:

Monday to Friday 8.00am – 6.00pm to meet the operational requirements of the Nursery. The flexibility to undertake additional hours as required would be advantageous.

### HOLIDAYS:

25 days per annum, plus 8 Statutory Bank Holidays (pro-rata). An additional 2 days (pro-rata) are awarded after the completion of 5 years' service. All holidays should be booked and authorised by your Line Manager.

SALARY: £8.65 per hour.

PENSION: A contributory pension scheme is available.

### SICK ENTITLEMENT:

Statutory sick pay only in the first twelve months of service. Following this, one year of service, one week of full pay (pro-rata); two years of service, three weeks of full pay (pro-rata); three years of service, five weeks of full pay (pro-rata); four years of service, eight weeks of full pay (pro-rata). Eight weeks (pro-rata) is the maximum entitlement.

OTHER BENEFITS: Free lunch provided daily and free car parking.

KEY AREAS:

- Work with children
- Team work
- Liaise with parents/carers

GENERAL DUTIES:

- To share in the corporate responsibility for the discipline and welfare of all pupils.
- To provide for the general care and welfare of the children including assistance with personal hygiene routine, e.g. toilet routine, changing of soiled clothing, dressing and undressing.
- To maintain a safe environment including ensuring the equipment used is hygienic and any potential hazards are removed.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff;
2. To keep a proper record of achievement file on key children, for parents/carers;
3. To work alongside parents/carers of special needs children to provide full integration in the Nursery;
4. To support all staff and engage in a good staff team;
5. To uphold standards within the Nursery by adhering to all policies and procedures;
6. To strive to safeguard children by working to the organisation's safeguarding Code of Conduct;
7. To liaise with and support parents/carers and other family members;
8. To attend ALL out-of-working-hours activities, eg. training, monthly staff meetings, parents/carers evenings etc.
9. To be flexible within working practices of the Nursery. To be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, eg. preparation of snack meals, cleansing of equipment etc;
10. To work alongside the manager and staff team to ensure that the philosophy behind the School is fulfilled;
11. To record accidents in the accident book, and ensure that the manager has initialled the report before the parents receive it;
12. To look upon the Nursery as a "whole" where your help can be most utilised, be constantly aware of the needs of children;
13. To ensure that each child is collected by someone known to the Nursery staff;
14. To respect confidentiality of information received;
15. To develop your role within the team especially with regard as a key worker;
16. Specific child care tasks:
  - The preparation and completion of activities to suit the child's stage of development;
  - To ensure that meal times are a time of pleasant social sharing;
  - Washing and changing children as required;
  - Providing comfort and warmth to an ill child.
17. To ensure the Nursery is of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
18. To be aware of the high profile of the Nursery and to uphold its standards at all times;
19. To actively promote and support the safeguarding of children and young people in the workplace, ensuring Nursery policies and procedures are observed at all times.

This job description is not necessarily a comprehensive definition of the role and the Nursery Assistant may be directed to undertake other such tasks or duties, which may reasonably be given to her by the Manager or Head from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.