



BROMSGROVE SCHOOL

WINTERFOLD

PREP • PRE-PREP • NURSERY

NURSERY ASSISTANT Maternity Cover

We seek a qualified (Level 3), professional and personable individual to carry out this role.

Job Description:	Nursery Assistant (Maternity cover 5/09/22 to 2/06/23)
Hours of Work:	Monday, Thursday, Friday 8.00am - 6.00pm Tuesday, Wednesday 8.00am-3.30pm there is some flexibility with days and the ability to undertake additional hours as required would be advantageous.
Salary:	£ 10.76 per hour.
Line Manager:	Nursery Manager through to Deputy Head of EYFS
Holiday	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.
Sickness Benefit:	Length of Service Full Pay (including entitlement to Statutory Sick Pay) During probationary period Nil During first year 2 weeks During second year 6 weeks During years 3-5 8 weeks During years 6-10 10 weeks During year 11 and beyond 12 weeks
Pension Scheme:	A contributory pension scheme is available up to 5%.

JOB OVERVIEW:

- To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Woodhouse Nursery, in line with the requirements of the Early Years Foundation Stage (EYFS) and having regard to 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 room.

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 RESPONSIBILITIES

- To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff;
- To keep a proper record of achievement file on key children, for parents/carers;
- To work alongside parents/carers of special needs children to provide full integration in the Nursery;
- To support all staff and engage in a good staff team;
- To uphold standards within the Nursery by adhering to all policies and procedures;
- To safeguard children by working to the organisation's safeguarding Code of Conduct;
- To liaise with and support parents/carers and other family members;
- To attend all out-of-working-hours activities, e.g. training, monthly staff meetings, parents/carers evenings etc.
- 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;
- To work alongside the manager and staff team to ensure that the philosophy behind the School is fulfilled;
- To record accidents in the accident book, and ensure that the manager has initialled the report before the parents receive it;
- To look upon the Nursery as a "whole" where your help can be most utilised, be constantly aware of the needs of children;
- To ensure that each child is collected by someone known to the Nursery staff;
- To respect confidentiality of information received;
- To develop your role within the team especially with regard as a key worker;
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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. To be aware of any particular health problems of a child and if necessary administer regular treatment of medication with the written consent and guidance of parent or carer.
- 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;
- To be aware of the high profile of the Nursery and to uphold its standards at all times;
- 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 Teaching Assistant may be directed to undertake other such tasks or duties, which may reasonably be given to them by the Headmistress 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.

HOW TO APPLY

Please complete the online application form. Informal discussions with the Deputy Head of EYFS, Mrs. Belinda Melaard 01562 777234

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