

JOB DESCRIPTION for Nursery Assistant

Purpose of Post

1. To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Nursery
2. To give support to other personnel within the Nursery
3. To implement the daily routine in the base room.

Key Areas

1. Work with Children
2. Team Work
3. Liase with Parents

Responsible To:

Nursery Manager/Deputy/Room Leader in Charge

Duties and Responsibilities

1. Contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff.
2. Keep a proper record of achievement file on your key children, for parents and assist with the observations and assessments of the children in your care.
3. Work alongside parents of special needs children to give full integration in the Nursery.
4. Support all staff and engage in a good staff team.
5. Liase with and support parents and other family members.
6. To attend out of working hours activities, e.g. training, staff meetings, parents evenings, Christmas play, etc.
7. To be flexible within working practices of the Nursery. Be prepared to

help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleansing of equipment and environment etc.

8. Work alongside the Manager and staff team to ensure that the vision and philosophy of the Nursery is fulfilled.
9. Keeping proper records in accordance with the Nursery procedures – e.g. recording accidents, medication records etc.
10. Look upon the Nursery as a whole where help can be most utilised, be constantly aware of the needs of children.
11. Ensure someone known to Nursery collects child.
12. Respect the confidentiality of information received.
13. Develop your role within the team especially with regard as a key worker.
14. Specific Child Care Tasks.
 1. The preparation and completion of activities to suit the child's stage of development.
 2. To ensure that mealtimes are a time of pleasant social sharing.
 3. Washing and changing children as required.
 4. Providing comfort to the children.
15. Ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
16. Be aware of the high profile of the Nursery and uphold its standards at all times.