

# **Elm C of E Primary School**



## **Additional Information and Job Description**

**Nursery Assistant**

**January 2018**

## **Nursery Assistants**

The Governors are seeking to appoint an enthusiastic and committed early years worker to join our nursery team.

Elm School Nursery has been open since 2012. It is led and managed by the head teacher and governors of the school, operating in the PVI sector (private, voluntary and independent sector). Staff are employees of the school, with contracts based on Local Authority terms and conditions, and line managed by the Early Years Co-ordinator who is also the Reception class teacher.

Our nursery is housed in the Elm Children's and Family Centre, which is located in a corner of the school field adjacent to the rear car park. The nursery room was purpose built as a 24 place pre-school facility, with a lovely outdoor area, toilets for staff and children and a small kitchen. It was built in 2005 and provides a light, attractive environment. We have stimulating outdoor areas, including a designated area for forest school activities called the 'Wild Space'.

We operate during term time only, with main session hours running from 8.50 to 11.50 a.m. and 12.20 to 3.20 p.m.. We offer children the option of bringing a packed lunch to eat at the setting if parents choose to use hours flexibly across a whole day. We can offer 16 places for 3 year olds and 8 places for two year olds (4 funded, 4 fee paying) at each session.

Our vision is to provide the best quality start to education for our children. We want the nursery to be part of the school, almost an 'eighth class', and we take every opportunity for the nursery children to share in the life of the school. Nursery staff are seen as part of the whole staff team and share training opportunities where relevant.

We are looking for someone who shares the very high standards of the school and who is willing to 'always put the children first'.

# **Elm Church of England Primary School**

## **Elm School Nursery**

### **JOB DESCRIPTION**

**The salary for this post** is based on the Local Authority National Pay Spine. The salary is based on Scale 2 and ranges from point 12 (£16,123) to point 14 (£16,781 f.t.e). This is a pay range from £8.36 to £8.70 per hour and is paid for term time only (38 weeks per year) plus statutory holiday pay.

#### **A little more information about the school...**

Elm School is a voluntary controlled Church of England School dating from 1863. It admits children from the beginning of the academic year in which they are five, until they are eleven. It is organised into seven, single age classes, with a range of class size from 26 to 31. The number of children currently on roll is 214. The school is staffed by 10 teachers including the Head Teacher and three teachers who work part-time, and ten Teaching Assistants. In addition we have three Clerical Assistants. In the nursery, we have a full time Nursery Leader and Deputy Leader. We also have a part time Deputy and two part time nursery assistants.

**Applications must be returned to the school by mid-day on Monday 4<sup>th</sup> December 2018. Jobs are offered subject to two satisfactory references, completion of a health questionnaire and full DBS clearance.**

**Please complete the enclosed form in full; including a detailed history of your employment since leaving school (this should include the dates of any periods when you have been unemployed or at home raising a family).**

**Please send an accompanying letter explaining why you feel you are suitable for this post as this really helps us when shortlisting.**

**Job Title:** Nursery Assistant

**Reports to:** Head Teacher – Elm C of E Primary School

**Location:** Elm Children's and Family Centre

**Pay scale** Point 12 to 14

**Hours:** 17.5 hrs per week

**This school and this setting are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**Job Purpose:**

- To work with the nursery team to provide high quality practice and provision for all children which supports the ethos, aims and policies of the setting
- To support the implementation of the EYFS
- To assist with the provision of a safe, stimulating and inclusive environment for both children and families

**1. Principal Accountabilities**

- Establish positive relationships with children
- Have high standards of care and support for learning for all children
- Work in partnership with parents and carers
- Using teamwork and collaboration; provide support to the nursery team
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**2. Knowledge and Understanding of the EYFS/ECM outcomes**

- Develop an understanding of the principles and content of the Early Years Foundation Stage and Every Child Matters Outcomes
- Develop an understanding of the supporting frameworks which contribute towards a high quality curriculum

**3. Effective Practice**

- Ensure the confidentiality of information received
- Ensure that children work towards the early learning goals
- Have high expectations of all children and their abilities to achieve their full potential
- Ensure a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure, and are able to develop and learn
- Assist with the preparation of the nursery environment both in and out of doors and clearing away at the end of each session
- Assist the nursery team, to ensure a full range of appropriate experiences for children across the age range, both in and out of doors

- To carry out systematic observations of children
- Use observations to inform the planning of children's interests and next steps
- Assess, record and report on progress in children's development and learning and use this as a basis for differentiating provision
- Work as a key-person to a group of children and their families and familiarise yourself with the content of children's Individual Child Plans (ICP)
- Assist the nursery leader and the deputy nursery leader to support students and volunteers to understand essential practices
- Use a range of resources suitable for children's ages, interests and abilities, taking account of diversity and promoting equality and inclusion
- Promote the development of all children's language and communication skills with awareness of those who may need support
- Promote positive behaviour, self control, and independence through proactive, encouraging support systems which allow children to develop self-esteem, social, emotional and behavioural skills
- Promote children's rights; understanding, equality, diversity, inclusion and discriminatory practice in all aspects of the setting
- Understand how to recognise when a child is in danger and at risk of harm and know how to act to protect them
- Report any signs of illness, neglect or non-accidental injury and any other signs of possible child abuse immediately in line with the Child Protection policy
- Assist children with hand washing, toileting and nappies in a hygienic manner and ensure soiled clothes are dealt with appropriately
- Undertake cleaning, food preparation and other domestic duties as necessary
- Create displays which promote children's experiences and achievements, ensuring the work is displayed to its best advantage
- Undertake any other duties deemed necessary by the Headteacher

#### **4. Positive Relationships with Children**

- Establish fair, respectful, trusting, supportive and constructive relationships with children
- Engage in a culture of listening to children, paying attention to what they say and valuing and respecting their views
- Establish effective communication with children, including giving feedback to help children understand what they have achieved
- Demonstrate the positive values, attitudes and behaviour which the setting expects from the children through your own actions.

#### **5. Communicating and Working in Partnership with families and carers**

- Promote fair, respectful, trusting and constructive relationships with families and parents/carers and communicate sensitively with them

- Establish effective communication with parents, having due regard for their role as 'first educators'. Use information from home to best meet the needs of every child, particularly at times of stress, such as transitions

#### **6. Team work and Collaboration**

- Work collaboratively and cooperative with colleagues
- Attend after hours team meetings as appropriate
- Attend parent consultation meetings and other events organised for nursery families

#### **7. Professional development**

- To maintain professional development by attending training courses as necessary
- Contribute to and attend own appraisal meetings
- Be open to creative and innovative approaches towards practice

#### **8. Operational and Strategic development**

- Contribute to staff meetings as appropriate
- Be aware of the content of the long, mid and short term curriculum planning
- Ensure any health and safety issues are immediately reported to the Headteacher in accordance with the Health and Safety Policy
- Ensure first aid procedures are followed
- Ensure that the setting is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, and safety procedures are implemented at all times

ELM C OF E PRIMARY SCHOOL

ELM SCHOOL NURSERY

**PERSON SPECIFICATION**

**NURSERY ASSISTANT**

The following criteria are appropriate for this post. You must meet the essential criteria in order to be short listed for the post and it would be advantageous if you meet the desirable criteria.

**Education, Qualifications & Training**

Essential:

- Experience/knowledge of the Early Years Foundation Stage
- Qualified to Level 2 or above
- A commitment to ongoing professional development
- Enthusiasm for supporting a child with additional needs

Desirable:

- Qualified to Level 3
- Minimum of 2 years post qualifying experience
- GCSEs to grade C or above in Maths and English
- Previous experience of working with children with additional needs

**Knowledge & Experience**

Essential:

- Commitment to the provision of high quality childcare with an interest in the care, learning and development of young children, including those children and their families with additional needs.
- Commitment to the importance of including all children, families and colleagues

Desirable:

- Awareness of the National Standards for the regulation of childcare provision.
- Experience of working as a key-person
- Experience of delivering a mixed age curriculum
- Experience of working with children with additional needs

## **Skills & Attributes**

### Essential:

- Always approachable and receptive and responds appropriately, adapts communication style to suit a variety of different audiences
- Teamwork and integrity even when this is difficult.
- Actively seeks to work with parents/carers as partners in their children's development.
- Actively promotes diversity and inclusion with children, parents/carers, and colleagues
- Flexible and open to new ways of doing things, recognises when help is needed and offers support, empowers other members of the team, making them feel strong and valued
- Punctuality, patience, reliability and trustworthiness.

### Desirable:

- Flexibility: willingness to adapt hours to meet needs locally.
- Willing to face the challenges of new situations, takes a positive approach with a can do attitude