



BELMONT GROSVENOR *School*

JOB DESCRIPTION

POST: Nursery Assistant

MAIN DUTIES AND RESPONSIBILITIES

Overall purpose of the post

- ◆ The post holder is responsible for ensuring high standards are met in the care of up to 40 children, from 3 months old, in the Nursery between 8am and 6pm. The Magic Tree is operationally distinct from other parts of Belmont Grosvenor School, being open for 50 weeks of the year and not just in term-time.

Primary Responsibilities

- ◆ Reporting to the Head teacher and Nursery Manager.
- ◆ To be responsible at all times for the safety and security of children and staff and to meet all statutory regulations in this area.
- ◆ To make every effort to keep up-to-date with best professional practice in the care of babies and toddlers and to undertake training accordingly.
- ◆ To ensure that the Early Years Foundation Stage Statutory Framework are met within the Nursery
- ◆ To ensure that the Early Years Foundation Stage Guidance is implemented.
- ◆ Write short term plans for Key children
- ◆ To maintain Nursery records and to liaise effectively with parents.
- ◆ To be available for Parents evenings
- ◆ To implement and adhere to whole school policies and those specific to the Magic Tree.
- ◆ To be aware of and act upon all policies regarding 'Safeguarding Children' and 'Every Child Matters'
- ◆ To attend staff meetings.
- ◆ Attend and assist with Open Days, Christmas events, Governors drinks and any other school or nursery events.
- ◆ Attend an annual appraisal.
- ◆ When on courses etc remember at all times you are representing the Nursery.
- ◆ To act as a key person to a small group of children and to ensure their needs are reflected in the planning of routines and activities.
- ◆ To ensure that every child within your Key person group has an observation completed every week.
- ◆ To be aware of children's special educational needs and ensure staff support these children effectively.
- ◆ To adhere to the nursery's policy on Confidentiality.

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes within the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.