

# asquith day nurseries

## JOB DESCRIPTION

# Nursery Part Time Assistant

## Crèche, Nursery and Pre-school Units.



### Scope of Position

- To work as a member of the nursery team, showing initiative and creativity.
- To support an environment which encourages the children's all round development and where high standards of care are provided.
- To offer support to the nursery team, by having the flexibility to work in all areas of the creche or nursery required.
- To be able to work to cover periods of holidays, extra hours and absence within the teams at short notice.

### Key Responsibilities

#### Operational

- Be a reliable member of the team, working cooperatively and with flexibility.
- Understand that each child is an individual and have a general understanding of childcare and child development.
- Develop positive relationships with parents / carers and other staff members.
- Assist with the supervision of children at play (indoors and out) and at mealtimes.
- Assist with the creation of a stimulating and attractive classroom environment.
- Support with fundraising events and assist with the promotion of the nursery, as required.
- Assist with the care, maintenance and security of all equipment and toys within the nursery.

#### Personal

- Attend staff meeting and training sessions as required.
- Develop a positive relationship with other staff working within the nursery environment.
- Maintain a high standard of personal appearance at all times.
- Be responsible for participating in all self-development activities including appraisals, supervisions etc.

### Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
- Ensure the general cleanliness of the children at all times
- Adhere to all Health and Safety policies and procedures.
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.

### General

- Adhere to all company policies and procedures.
- Ensure the company's policies on diversity and equal opportunities are adhered to.
- Support other staff in the effective implementation of a key person system and to take responsibility for a group of children in the absence of their key person.

Person Specification	Essential	Desirable
Prepared to undertake professional development, as appropriate		✓
Good communication skills	✓	
Affinity with young children	✓	
Ability to work as a reliable member of the team, developing positive relationships with colleagues, parents, children and outside agencies	✓	
Knowledge of Health and Safety Issues		✓
Knowledge and understanding of Equal Opportunities	✓	
A willingness to undertake further relevant training including some evenings and weekends	✓	