

**CRANE PARK DAY NURSERY  
JOB DESCRIPTION FOR NURSERY ASSISTANT**

**Job Title:** Nursery Assistant  
**Line Manager:** Room Leader  
**Responsible to:** Nursery Deputy/Nursery Manager

**Responsibilities**

- Take part in delivering the highest standards of care throughout the nursery as required by EYFS and OFSTED
- Demonstrate a commitment to maintain nursery values and standards
- Be a 'key-worker' as appropriate, having responsibility for overall child's welfare and parent partnerships, this will include unsupported meetings at parents evening
- Ensure welfare and Safeguarding Children procedures are followed and you know what to do in the event of an allegation being made
- Observe each child's progress and report on achievements and assist in maintaining records of their day to day activities and development for parents using learning journeys
- Develop positive relationships with parents/carers
- Assist with the supervision of children are adequately at play (indoors and outdoors) and at mealtimes
- Assist with the delivery of the EYFS framework
- Assist in the planning and development of inspiring, enabling environments where children initiate play.
- If delegated, complete daily checklists as required, such as room opening and close, outdoor, bathroom and kitchen checklists
- Assist in providing an environment where children value and respect different cultures, religion, language and disability and ensure that toys and games reflect this within the setting
- Be involved in fundraising events, assist with promotion of the nursery, attend training events, open evenings, staff meetings and parents evenings
- Demonstrate a commitment to understanding how children develop
- Undertake domestic jobs within the Nursery, such as preparation of snacks, cleaning of equipment and nursery rooms
- Be in tune with and meet children's individual needs at all times
- Ensure every child feels safe and secure and that regular headcounts are completed when moving children around the nursery
- Ensure you understand and follow the policies and procedures, specifically Childcare, Employee Handbook, Health and Safety and Training

## **Human Resources**

- Support new staff (including Apprentices) throughout their induction period

## **Health and Safety**

- Undertake a shared responsibility for Health, Safety and cleanliness throughout the nursery
- Ensure there is general cleanliness of the children at all times, this includes noses, faces, toileting and clothing care
- Assist with the operation of the highest standards of hygiene and cleanliness in the bedding, nappy changing and food service areas
- Be familiar with all emergency and security procedures, e.g. fire procedures, routines for dropping off and collecting children and marking the register
- To be responsible for recording accidents in the accident book
- Ensure the correct following of the medicine policy at all times
- To be responsible for recording accidents in the accident book

## **General**

- Be knowledgeable of child protection, complaints and accident procedures
- Carry out specific tasks as directed by your line manager or Nursery Manager
- Act as an ambassador for the nursery and maintain a positive image of its aims and objectives
- Take part in training and continued professional development