



Little Angels Fun Club and Nursery

Job Description Nursery Assistant

Purpose of Post

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

Key Areas

Work with Children

Team Work

Liaise with Parents

Responsible To:

Nursery Manager / Officer in Charge

Duties and Responsibilities

1. To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff.
2. To keep a proper record of achievement file on your key children, for parents.
3. Work alongside parents of special needs children to give full integration in the Fun Club and Nursery.
4. Support all staff and engage in a good staff team.
5. Liaise with and support parents and other family members.
6. To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents evenings, summer fayre, Christmas party, etc.
7. To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g. preparation of snack meals, cleansing of equipment etc.
8. Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled and Ofsted standards are met.
9. Recording accidents in the accident book. Ensure the team leader has initialled the report before the parent receives it.
10. Look upon the setting as a "whole" and where your help can be most utilised, be constantly aware of the needs of children.
11. Ensure each child is collected by someone known to fun club and nursery.
12. To respect the confidentiality of information received.
13. To develop your role within the team especially with regard to being a key worker.
14. To 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.
15. To be aware of the high profile of the nursery and to uphold its standards at all times.

Signature_____

Date_____

Signature_____

Date_____