

## **Nursery Assistant (Floating) Job Description**

### **About Sandleford:**

At the heart of St Gabriel's is Sandleford, where a daily warm welcome awaits children from the age of 6 months to 5 years. Open across 50 weeks a year from 7.30am to 6.30pm, our experienced and qualified staff nurture, encourage and support all the children, ensuring they feel both happy and secure in our care.

Sandleford has a warm and homely atmosphere where children become happy, confident and independent learners. Each session is carefully planned to excite and interest every child, with an emphasis on investigation and exploration using multi-sensory methods - see/hear/feel/do.

Sandleford Priory dates back to the early Middle Ages and is set within beautiful parkland, which provides a lovely setting to work in.



**Role purpose:** To provide a warm, caring and stimulating environment which promotes safe, high quality care and education for all children in accordance with the EYFS, and in a way that supports the beliefs of Sandleford Nursery. This position is largely responsible for providing cover for staff breaks and works between rooms as needed.

**Reporting to:** Nursery Manager

**Hours:** 09:30am - 3:30pm (27½ per week) Monday-Friday, full year role

### **Main Duties & Responsibilities**

#### **1. Work with children**

- To support the delivery of the EYFS curriculum by interacting and engaging in play opportunities with children so that their progress is being encouraged in all areas of learning and development. Ensure that the individual needs and interests of the children are met.
- Update records on I Connect and share relevant information with the parent and other key adults as required.
- Ensure the nutritional needs of the children are met and food safety regulations complied with.
- Assist with the feeding, toileting, washing and general care of children.
- Ensure children are kept safe and understand safeguarding procedures.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To ensure the children are cared for in a happy, safe and stimulating environment.

#### **2. Team work**

- To develop and maintain professional relationships with parents and carers, ensuring appropriate communication, both verbally and written, is maintained.
- To support the Room Leaders, colleagues, students, temporary staff and volunteers and be a positive role model working as part of a team.

- Assist with the preparation of the nursery for ISI inspections & action any recommendations made by the inspector, in consultation with the Nursery Manager/Room Leader.
- To assist with the organisation of and attend out of hour's meetings and events such as staff meetings, training courses, open days on occasion.
- Be responsible for taking part in all self-development activities such as continuous professional development reviews.

### **3. Compliance and Standards**

- Ensure high standards of quality within the Nursery including the environment, resources and experiences offered to children.
- To ensure high standards for health and safety, hygiene and cleanliness are maintained throughout the nursery at all times.
- To take part in all aspects of daily routine undertaking responsibilities such as the preparation of mealtimes, cleaning of equipment etc.
- To read, understand and be responsible for ensuring all policies and procedures are being implemented.
- To advise the Manager/Deputy of any concerns e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To follow all procedures as set out in the Sandleford procedural handbook.

This position will generally work across all areas of the setting to provide cover for Nursery Staff as required by the Nursery Manager.

#### **Qualifications, training and experience:**

- Experience with children under five years
- Knowledge of safeguarding procedures.
- Growing understanding of the EYFS
- Excellent written and verbal communication skills

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy and Safeguarding Guidance at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Principal.