



St Joseph's Catholic Primary School

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| Wiltshire Council Reference : | SCH271 | Grade D |
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| Job Description and title: | Nursery Assistant - Qualified |
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| Main Job Purpose: | To assist in the provision of a secure and comfortable environment that nurtures the physical, emotional and intellectual development of each child within St Joseph's Nursery, and to liaise with families for the benefit of the child. |
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| Reports to: | St Joseph's Catholic Primary School Governors but delegated to the Head Teacher |
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| Main Duties | |
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| 1. | To support the Christian and catholic ethos, tradition and foundation of St Joseph's Nursery and St Joseph's Catholic Primary School. |
| 2. | Promote a calm, caring and reassuring personal demeanour at all times. |
| 3. | Provide for the physical care and cleanliness of the children. |
| 4. | Participate in development activities, encouraging each child to meet their potential by positive reinforcement and praise. |
| 5. | Provide written records of attainment from observations of the children. |
| 6. | Behave within the guidance and regulations contained within the policies, procedures and practices of St Joseph's Catholic Primary School and as clarified by the headteacher as necessary. |
| 7. | Attend meetings to assist in the development and organisation of the nursery. |

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| 8. | Deputise in the absence of the Room Leader when acting as the senior member of staff in the nursery classroom. |
| 9. | Provide support and advice to unqualified staff in their work and in applying approved policies, practices and procedures. |

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| Supervision and Management |
| The Nursery Assistant has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits. |
| Creativity and Innovation (i.e. Problem Solving) |
| The Nursery Assistant works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem e.g. the implementation of play and other developmental activities for children. |

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| Key Contacts and Relationships |
| <p>The Nursery Assistant has extensive contact with children, which involves care and development Information is exchanged with nursery staff, parents/carers and at times representatives of other agencies e.g. Health, Social Care.</p> <p>The job holder will assist with support & development for unqualified Childcare Staff and other colleagues.</p> |

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| Decision Making |
| The Nursery Assistant is expected to follow the centre procedures in taking routine work decisions. |

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| Resources |
| The Nursery Assistant is expected to use school resources appropriately and with care, but is not personally accountable for their overall security. |

Working Environment

The Nursery Assistant is based in a nursery setting and there is regular background noise. The work involves some crouching, stretching, or working in constrained or awkward positions e.g. when dealing with children. There may occasionally be the need to deal with bodily fluids when giving personal care to children.

Knowledge and Skills

The Nursery Assistant needs an understanding of nursery pupil needs and ways of meeting these. Good linguistic skills and knowledge of the foundation stage and birth to three framework would be a significant advantage. The job holder will be NVQ Level 2 or equivalent.