

## **Comper Nursery School Nursery Assistant (Level 2)**

### **Level 2 Nursery Assistant Job Description**

#### **Job Purpose:**

- To participate in providing a stimulating and caring environment in which children's developmental and welfare needs are met
- To provide good quality inclusive care, education and play opportunities for children 2 – 5 years, by supporting a team of childcare staff.

#### **Key Tasks:**

In liaison with the Headteacher:

- To contribute to a programme of care, education and play opportunities within the learning environment for children aged 2 – 4 years which fosters children's growth, self esteem and independence
- To be involved in the implementation of relevant school policies
- To work closely with the Family and Community support team and local schools to ensure consistency and continuity of care, education and play opportunities for the children
- To observe and record individual children's development
- To communicate effectively with parents and carers of the children within the setting
- To attend team meetings and inset days as required
- To ensure at all times compliance with OFSTED standards
- To be aware of child protection policy and procedures
- To respect the confidentiality of information received
- To have a commitment to personal and professional development
- To prepare for and receive supervision
- To undertake such other duties as may reasonably be required by the Headteacher such as changing nappies.

## Level 2 Nursery Assistant Person Specification

| Criteria                           | Qualities   |
|------------------------------------|---|
| <b>Qualifications and training</b> | Level 2 Early Years NVQ or equivalent qualification - desirable but not essential   |
|                                    | Pass in English and Maths GCSE <b>or</b> a pass in an equivalent qualification - desirable but not essential  |
|                                    | First Aid Training or a willingness to complete it  |
| <b>Experience</b>                  | Experience working in a school environment or other educational setting   |
|                                    | Experience working with children / young people   |
|                                    | Ability to read and follow teacher's planning documents and use them to support the teacher to deliver learning activities and set up the classroom environment |
|                                    | An understanding of the principles behind the key child approach - desirable but not essential  |
| <b>Skills and knowledge</b>        | Excellent verbal and written communication skills   |
|                                    | Good literacy and numeracy skills   |
|                                    | Good organisational skills  |
|                                    | Ability to build effective working relationships with pupils, colleagues and parents  |
|                                    | A good understanding of how to adapt individual children's learning to meet their needs   |
|                                    | An understanding of how children learn and develop in the early years or a willingness to undertake training  |
|                                    | A good level of digital competency  |
|                                    | Knowledge of guidance and requirements around safeguarding children   |
|                                    | Understanding of roles and responsibilities within the classroom and whole school context   |
|                                    | The ability to remain calm under pressure and to be flexible in your approach to your work  |
| <b>Personal Qualities</b>          | Passionate about working with children under 5  |

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|  | Sensitivity and understanding, in order to build strong relationships with children under 5.           |
|  | Trustworthy - a commitment to confidentiality about sensitive and personal information of our families |
|  | Resilient, positive, forward looking and enthusiastic about making a difference                        |
|  | Flexible and able to cope with change  |
|  | Capacity to inspire, motivate and challenge young children   |
|  | A good team player that is also able to take a leadership role   |
|  | High levels of initiative  |
|  | A good sense of humour   |