

# Job Description

## Nursery Assistant

**Job Title:** Nursery Assistant

**Department:** Children, Youth and Families

**Responsible to:** Childcare Manager

**Location:** YMCA Newark & Sherwood Community Activity village

**Hours:** 27.5 hours per week

**Salary:** £13,637 per annum

### Job Purpose

- To support the day to day running of the Nursery.
- Assist the Nursery Team in delivering the highest quality care and education for all children to achieve and maintain an Outstanding Ofsted judgement.
- To have up to date knowledge and understanding of the requirements of the Early Years Foundation Stage (EYFS) Framework.
- To support the development of an organisational culture that puts the YMCA's Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

### Principal Responsibilities

1. Ensure high quality inclusive childcare is continually provided.
2. Deliver a suitable learning programme in line with the EYFS that offers a wide range of learning experiences.
3. Ensure all daily routines are adhered to.
4. Liaise and support parents and carers, ensuring they are well informed of their child's progress.
5. To ensure that the facility is a safe, clean, welcoming and stimulating environment undertaking cleaning tasks where required.
6. Support the Nursery Team in evaluating the effectiveness and quality of the services provided, recommend changes when necessary.
7. To comply with Health & Safety requirements and legislation, ensuring that risk assessments are completed as necessary for activities, equipment and environment.
8. Ensuring that all YMCA policies and procedures including behaviour management, safeguarding children/adults and health and safety are fully adhered to.

9. To support the administration of first aid when required, ensuring accurate records are maintained.
10. To keep abreast of relevant local and national government policy/ legislation in relation to childcare including Ofsted regulations.
11. Ensure excellent customer service is provided and queries or complaints are dealt with in line with organisation policy.
12. Provide efficient administration, collect required data and maintain appropriate and relevant records as required by regulatory bodies.
13. Any other duties deemed suitable by the Nursery Management Team.

## **Responsibilities of all YMCA staff, casual workers and managers**

### **1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

### **2 Other duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

### **3 Discretion to act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

### **4 Relationships and confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of YMCA Robin Hood Group. Any breach of confidentiality will be treated seriously and may lead to dismissal.

### **5 Association ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

### **6 Health and Safety**

To adhere to the Association's Health and Safety policies.



**Line Management Responsibility:**

No direct line management responsibilities. Support apprentices, students and work experience placements may be required on occasion.



## PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an "A" in the final column as we will be looking for this information when Shortlisting.

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Area	Criteria	How Assessed*
Experience	1.1 Experience in supporting children in an Early Years learning environment	A, I
	1.2 Experience of liaising with parents/carers and developing and maintaining positive relationships.	A, I
Knowledge	2.1 Knowledge of Health & Safety relating to nursery settings including food safety.	I, T
	2.2 Knowledge of Ofsted standards and inspections, for early years.	A, I
	2.3 A knowledge of safeguarding children and young people.	A, I
	2.4 Knowledge and understanding of SEN Code of Practice and safeguarding	A, I
	2.5 Knowledge of relevant local and national government policy/ legislation in relation to childcare including Ofsted regulations.	A, I
	2.6 Excellent IT skills	A, I
Education/ Training / Qualifications	3.1 First Aid certificate / Paediatric first Aid qualification (Desirable).	A, D
	3.2 Hold a full and valid UK driving license (Desirable).	A, D
Skills & Abilities	4.1 Able to ensure that all administrative records are completed to appropriate standards.	I
	4.2 Experience of managing and responding to complaints	I
	4.3 Ability to ensure effective child development monitoring	I
	4.4 Good verbal and written communication skills and ability to relate well to children and adults.	A, I
	4.5 Able to exercise close attention to detail and maintain accuracy levels.	A, I
	4.6 Good organisation skills.	A

Other work related requirements	5.1 Ability to support the Christian core values of the Group	I
	5.2 Willingness to undergo a satisfactory enhanced DBS check and register with the Update Service	I, D
	5.3 Willingness and flexibility to travel between sites as necessary sometimes at short notice	I
	5.4 Understanding of the needs of children and adults from diverse backgrounds	I
	5.5 Willingness to work flexibly with hours suited to business need	A, I

\*When Assessed – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications, driving license etc

YMCA Newark & Sherwood is committed to promoting diversity and practicing equality of opportunity

YMCA Newark & Sherwood is committed to the protection of children and adults at risk

