



Repton Manor Nursery

Nursery Bank Staff

Job title: Nursery Bank Staff

Responsible to: Nursery Manager

Responsible for: None

Purpose of the job: To provide a high standard of childcare for children aged between 2 - 4 years within a stimulating and friendly environment that is physically and emotionally secure. Children's welfare must be of paramount importance

Hours of work: Variable, on a daily and weekly basis. Post Holders should be contactable between the hours of 8.00-3.30pm for emergency cover work, and for pre-arranged additional support, agreed in advance.

Main Duties:

- To assist in providing a safe, caring and stimulating environment for the children in your care
- To provide activities and language skills, to encourage children's prime and specific areas of learning (EYFS 2012) Summary and main responsibilities and personal duties:
- To contribute to the Nursery room set up, planning and delivery of stimulating and educational activities
- To respect confidentiality of all information relating to pupils and their families
- To record and report any maintenance or health and safety issues
- To provide activities and learning in all 7 areas of the EYFS curriculum
- To care for the health and safety of children by following the school's health and safety policies and safeguarding policies
- To toilet and change children where necessary
- To contribute and assist with displaying the children's work and be responsible for the Nursery environment and supervision
- To contribute to child assessment, observations and learning journal's
- To welcome and encourage parental involvement and support and promote family learning
- To contribute to discussions held on children with their families
- To support children and promote healthy eating during snack and meal times
- To care for injured/sick children as directed by the Nursery Manager
 - Be aware of the nursery's safeguarding policies and procedures and bring to any concerns to the attention of the safeguarding officer
- To keep abreast of developments in the Early Years Foundation Stage
- To be involved in training days and staff meetings, outside working hours

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

Person specification

Essential criteria

1. Willingness to learn.
2. Level 2 early years education and childcare qualification or equivalent, and a commitment to obtaining a level 3 qualification.
3. Previous experience of working with young children.
4. Sound knowledge of child development for children from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of child protection procedures.
7. Good communication skills.
8. An understanding of play based approaches to children's learning and development.
9. Commitment to equal opportunities.
10. Commitment to working effectively with young children and families.
11. Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Level 3 early years education and childcare qualification or equivalent.
 2. Willingness to undertake further training.
 3. Current First Aid at Work qualification.
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This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.