



Independent Nursery & Pre-School

Nursery Assistant – Job Profile

The main qualities of a good Nursery Assistant are a natural warm personality and flexibility together with an understanding of, and natural sensitivity, towards the needs of children and their parents.

The Nursery Assistant is accountable to the Nursery Manager.

Tasks and Accountabilities

- To achieve good quality interaction with children, taking account of their age and stage of development
- To be aware that, through play, a child explores new understanding, new experiences, needs to ask questions, receive answers and develop new skills.
- To help children acquire techniques, intervening in a sensitive way at times appropriate to the child so that he/she learns according to his/her needs (praise and encouragement being an integral part of the approach).
- To work happily together with other staff, be willing to make comments, exchange information and share ideas.
- To be responsive and comforting to a distressed child and take any appropriate necessary actions.
- To encourage language by taking time to listen and respond; talking about what they see; ask open ended questions; and experiences; discuss future events; always in a positive way, respecting them as individuals.
- To be aware of their responsibility in ensuring the safety of the children present in the session.
- To support the policy that physical punishment or practices that frighten children must not be used.
- To ensure that all children are well cared for with equal concern, and due regard is shown for their religious persuasion, racial origin, cultural and linguistic background as well as their sex and ability.
- To be aware of, and support in practice, the OFSTED Guidance to the National Standards for Full Day Care (a copy should be obtainable from the Cranbrook Group or local OFSTED Office.)

This specification is not exhaustive and additional tasks are as directed by the Nursery Manager.

Hours of Work

Full time posts are based on 40 hours per week spread across 5 days.
Actual hours/days are as directed by the Nursery Manager.