

## Our Lady of Sion School - Sion Juniors

### EYFS – Nursery Room Assistant

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#### Job Description

The Nursery Room Assistant will ensure that the expected standards published within the EYFS are met and all children learn and develop successfully and are kept healthy and safe. We are looking for someone who is passionate about childcare/development and ensuring each child's safety is a priority at all times. You will be extremely positive and outgoing, with a real passion for developing your career as a childcare professional.

You will need to have excellent communication skills and be able to engage effectively with other team members and senior management.

**The Nursery Room Assistant, under the supervision of the Nursery Room Leader, must monitor provision and systems and ensure that:**

- Every child makes good progress, and no child gets left behind
- The seven areas of **learning and development** of each individual child is thoroughly planned with regular assessment and review of learning and progress and required support.
- The home/nursery partnership is successfully strong through regular communication
- Every child is included and supported

**The Nursery Room Assistant, under the supervision of the Nursery Room Leader, must monitor the learning and development requirements through:**

- The planned educational programmes which develop out of the areas of **learning and development**
- The Early Learning Goals
- Robust assessment arrangements for measuring progress which feed into the requirements for reporting to parents

The Nursery Room Assistant must monitor the **safeguarding and welfare** requirements to ensure that every child remains safe, and their welfare is promoted.

The Nursery Room Assistant must ensure that the educational experience ignites children's curiosity and enthusiasm for learning. Relationships need to be formed and each child should be thriving. They should ensure that they:

- Contribute to a programme of activities that meet the individual needs and interests of children and the Early Years Framework.
- To act as a Key Person to a small group of children, to be a point of contact with their parents and to be responsible for maintaining their learning journal and monitoring and reporting on their developmental milestones
- Build good working relationships with parents and other family members, alongside management and other colleagues.
- Assist with daily, weekly and monthly checks around the nursery and assist in making the sure the nursery is clean and safe at all times.

**The Nursery Room Leader will have a strong knowledge of the Early Learning Goals (ELGs), and will provide training, guidance and direction to the Nursery Room Assistant so that these are delivered.**

#### **Safeguarding, health and welfare requirement**

The Nursery Room Assistant must take all necessary steps to keep children safe and well, working with the school's safeguarding policy, the DSL and Deputy DSLs and Senior Leader Safeguarding and Pastoral.

The Nursery Room Assistant must have regard for statutory guidance, *Working Together to Safeguard Children*, *Prevent Duty* and *Keeping Children Safe in Education*.

The Nursery Room Assistant will make themselves aware of health and dietary information before admission into the Nursery. They must manage the health needs of the child including medicine records and administration and food and drink management/allergy awareness.

The Nursery Room Assistant will ensure that the nursery space, including overall floor space and outdoor spaces are fit for purpose and suitable for the age of children cared for. Compliance with health and safety legislation including fire safety and hygiene must be met.

All pastoral/safeguarding records should be recorded on CPOMS and any support for children should be discussed with the Safeguarding and Pastoral Senior Leader.

The Nursery Room Assistant should be trained in Paediatric First Aid (PDA), or be willing to undertake the training.

### **Professional development**

Participate in the school's appraisal procedures and training and development in order to improve own practice.

### **Communication**

Being aware of confidential issues linked to home/pupil/school work and to keep confidences as appropriate, communicate effectively with the whole school community.

### **Working with colleagues and other relevant professionals**

Being aware and adhering to school policies and procedures, collaborate and work with colleagues and other relevant professionals within and beyond the school, develop effective professional relationships with colleagues.

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Understanding of the school framework calendar and how that affects workloads.

### **Personal and professional conduct**

Maintain high standards of ethics and behaviour, within and outside school, demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community, have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties appropriate to the level of the role.*

**Opening hours** 8.00am to 5.00pm, term time only, 35 weeks per year.

**Working pattern:** 40 hours per week: Monday to Friday 8.00am to 5.00pm [60 minute break each day]

**Actual salary: £16,830 per annum** which is based on a full time equivalent salary of £ 21,840.00 per annum, £10.50 per hour.

**Holiday:** Holiday entitlement is 5 weeks per year plus public holidays on a pro rata basis. It is expected that leave will be taken in school holidays only [18 weeks per year].

**Pension:** Support staff pension scheme

**Cycle to work** scheme following successful completion of probation

**Employee Assistance Programme** cover for you and your immediate family members\*, 24 hours a day, 7 days a week, 365 days a year

**School Fees discount** following successful completion of probation

**Person Specification**

Criteria	Essential/ Desirable	Assessed by
<b>Qualifications</b>		
Childcare qualification Level 2, e.g., Level 2 Diploma/foundation degree or HND in an early year’s subject/ GCSE in English and Maths A*-C or equivalent grade	Essential	Application Form
Honours degree in early years, childcare, child development, PGCE/QTS/EYPS or EYTS Childcare qualification Level 3		
<b>Experience and Skills</b>		
Experience in education including EYFS	Essential	Application Form and Interview
Up to date knowledge of the new EYFS framework, regulations and ISI standards		
Experience of developing relationships with a diverse range of stakeholders		
Experience of establishing and maintaining effective working relationships		
Understanding of safeguarding and child protection procedures		
First Aid trained or willing to undertake the course		
Commercial and educational judgement combined with strong intellect and analytical ability		
Excellent organisational skills with the ability to coordinate and prioritise activities in a timely manner		
Excellent attention to detail skills		
Experience of working calmly under pressure to deadlines		
Ability to use initiative, working with minimum supervision		
Experience of maintaining confidentiality at all times		
<b>Personal Attributes</b>		
Professional image, manner and approach	Essential	
Problem-solver with a ‘can-do’ approach, positive and constructive attitude		

Appreciation and commitment to school life, values and aims of Our Lady of Sion		Application Form and Interview
Flexible approach to duties and working hours		
Able to be adaptable and be flexible to respond to regularly changing requirements		
Willing to attend further courses and training as necessary		
<b>Other</b>		
Satisfactorily meeting the school's employment checks - including Disclosure and Barring Service (DBS) check, health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances