



Woodfall Primary and Nursery School

JOB DESCRIPTION

JOB TITLE	Nursery Assistant
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BASIC JOB PURPOSE

To work in partnership with nursery staff to provide high quality care and activities for children in a safe and stimulation environment, in line with the Early Years Framework, codes of practice and school policies and procedures.

NO	MAIN RESPONSIBILITIES
1.	Provide a stimulating and safe environment for children in which they can develop to their full potential.
2.	Supervise pupils in their play and learning activities.
3.	Establish positive relationships with pupils and their parents/carers. Provide information to parents under the direction of the Nursery room leader, regarding their children if needed.
4.	Promote positive behaviour in line with school policies and help keep children engaged in their play and learning. Providing feedback to Nursery Room lead on children's progress or behaviour.
5.	Promote inclusion and acceptance of children with special needs ensuring access to activities.
6.	Record childrens information, as specified by the Nursery lead to ensure the schools information systems are maintained.
7.	Attend to the personal, social and physical needs of children so that their well-being is maintained.
8.	Prepare and maintain learning equipment and ensure that the room is kept clean and tidy.
9.	Display and present childrens work, under the direction of Nursery lead, so that it enhances the nursery room environment and celebrates achievement.
10.	Attend meetings and participate in staff training development work and staff reviews as required

Notwithstanding the detail in this job description, in accordance with the Schools Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.