

Job Description

**Bank Nursery Assistant**

**Purpose:** To work with and support the Room Leader in ensuring that children receive the highest possible standards of care and education.  
To assist in classroom management and with the welfare of all the children in the Nursery to support their learning, and personal, social and emotional development.

**General Duties:**

Working within established guidelines to:

- Ensure that the children are safe, secure and happy inside and outside, whilst they are at Nursery
- Assist in the planning and teaching of the Early Years Foundation Stage framework
- Organise time and effectively use creative and practical skills with a range of material resources
- Maintain and support in the production of a welcoming and enabling indoor and outdoor environment, providing a positive context for learning
- Positively interact and support children in their play, fostering their enthusiasm for learning by offering experiences and activities that are challenging but achievable
- Observe, assess and record children's development, including completion of online learning journeys or similar
- Work as an enthusiastic member of the team in either Pre-Prep or the Nursery, as required
- Maintain strong home/school links with parents and families, to facilitate children's learning and development by establishing professional relationships
- Play a full part in the life of Nursery and the wider school.
- Any other duties appropriate to the post as directed by your Line Manager.

**Specific Duties include:**

- Assisting with minor incidents or accidents and ensuring that records are updated
- Deputising for the Room Leader during short periods of absence
- Reflecting on your practice, incorporating any new initiatives as appropriate and continually evaluating current Early Years thinking
- Implementing 'in-the-moment' planning in line with the Early Years Foundation Stage, including the Characteristics of Effective Learning.

**Safeguarding Duties:**

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.
- The post holder will be engaging in regulated activity.

**Desirable Criteria**

- Experience in similar work in a similar environment
- Must have suitable experience in working with children aged under 2 years

- Must ideally have one of the following qualifications:
  - NNEB
  - NVQ Level 3 Early Years Care and Education
  - NVQ Level 3 Early Years Educator
  - NVQ Level 3 Children and Young People's Workforce
  - Diploma in Early Years
  - BTEch in Early Years
- GCSE's in English and Mathematics, Grade C or above, or equivalent
- Good knowledge of EYFS and Early Years practice

#### Terms and Conditions:

**Salary:** Commensurate with experience

**Hours of Work:** The Charity may contact you about the possibility of work, however you are under no obligation to agree to work and the Charity is under no obligation of offer work to you.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department)

**Holiday:** Six weeks paid annual leave pro rata. Pay for this is included in your salary.

**Other Benefits:** Free meals during working hours when Dining Hall open

#### Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

#### Application Process

To apply for this exciting opportunity, please follow the link below to complete the online application form:

<https://www.cognitofoms.com/EastbourneCollegeIncorporated/StAndrewsPrepSupportStaffApplicationForm>

Or visit [www.standrewsprep.co.uk/contact/employment-opportunities](http://www.standrewsprep.co.uk/contact/employment-opportunities) and click the 'Apply Now' button.

For further information please contact Marian Piper, Recruitment & HR Projects Manager by email on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452239.

We reserve the right to withdraw this vacancy before the closing date if we are successful in finding an appointment.