

Job Description

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.

**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.

**Additional 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.
- Any other duties appropriate to the post as directed by your Line Manager.

## Desirable Criteria

- Experience in similar work in a similar environment
- Must have suitable experience in working with children aged under 24 months
- Must 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
- SEND experience or experience with individual needs

## Terms and Conditions:

**Salary:** Commensurate with experience

**Hours of Work:** Full-time, all year round  
Monday, Wednesday, Thursday and Friday: 7.45am to 4.15pm  
Tuesday: 7.45am – 6.15pm  
Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings, open days (including some Saturdays) and children's outings

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** 30 days paid annual leave.

**Other Benefits:** Free meals during working hours when Dining Hall open  
Free use of School facilities  
Life Assurance  
Annual pay review

## 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 enhanced DBS check, pre-employment medical questionnaire and positive references.

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

Alternatively, candidates should contact Human Resources by email on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452300.

**Closing date: 2 October 2020**

Please note –this role may be removed from listings before the closing date if we are successful in finding an appointment.

*Please ensure you fully complete the application process if you wish to be considered for this position.*