



Preston Primary Academy Trust	
JOB DESCRIPTION	
Job Title:	Nursery Assistant
Reports To:	Nursery Manager/Headteacher
Grade:	Grade 15, scale points 3-4

Purpose of Post

As a member of the nursery, you will work in partnership with staff, parents, carers and their children. To adopt a flexible, professional approach in promoting the development, welfare and potential of all children. To provide high quality, inclusive, fully integrated childcare provision for children under five.

Key Areas

- Work with Children
- Team Work
- Liaise with Parents/carers

Duties & Responsibilities

- To assist with the planning of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programs and arranging equipment.
- To act as a key person to a child, liaising closely with parents/carers to ensure their individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of that child.
- To encourage parental involvement and support through the development of effective working relationships.
- To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the Nursery Manager of any concerns over children, equipment etc.
- To follow all nursery and whole-school policies, including those regarding safeguarding and confidentiality.
- To ensure that the nursery offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.

- Working creatively with the child within the EY framework, as instructed by the Nursery Manager.
- Daily interaction with children to provide range of stimulating activities to promote all areas of learning.
- Ensuring all children have equal access to opportunities to learn and develop
- Working with range of people including school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements.
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
- Significant elements of inside and outside work, including leading outdoor learning.
- Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential.
- Working with the Nursery Manager to establish an appropriate safe and secure learning environment.
- Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- Having a positive approach to continuous professional development
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
Job Holder Signature:	Date:
Headteacher/Line Manager Signature:	Date: