



## Job Title: Nursery Worker

*Ronald Tree Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

<b>Job Title:</b>	<b>Nursery Worker</b>
<b>Grade:</b>	<b>Grade C – SCP 2-3</b>
<b>Salary:</b>	£18,198 - £18,562 (pro rata) - £9.43 to £9.81 per hour.
<b>Weeks per Year:</b>	39 Weeks (term time plus 5 training days)
<b>Hours of Work:</b>	5 hours per week – 11.30am to 12.30pm Monday to Friday
<b>Start Date:</b>	4 <sup>th</sup> January 2022

**Fixed Term Contract to end of the Summer Term 2022.**

### **The Nursery:**

The Nursery operates between the hours of 8am and 4.30pm, Monday to Friday, term time only. The Nursery team is led by qualified teachers and early years practitioners and all staff continue to further their professional knowledge and update their skills. Staff work with children to help them overcome speech and language difficulties and are experienced in helping children with a range of Special Educational Needs. The nursery is registered with Ofsted and complies with current legislation concerning the care and education of young children and the Governing Body has overall responsibility for the running of the nursery.

### **Job Context & Organisation Structure**

- The jobholder works with a team of Early Years Practitioners, Early Years Assistants and the senior management team which consists of; the Head Teacher, Teacher, Family & Pastoral Support Worker and the School Business Manager.
- The role of the jobholder is to assist Keyworkers and to support the smooth running of changes in activity over the lunchtime period. The jobholder supports the children to ensure their needs are met, helping them to access their own packed lunches etc. The jobholder is required to assist in the preparation of the rooms ready for the activities taking place during the lunch period and for the afternoon, to help with tidying, setting out tables, overseeing the children and to support the keyworker by overseeing the children (in groups and individually) during activities where and when required.
- The jobholder has 2 reporting lines. For day to day informal management, the jobholder reports to the keyworker that they are working with on the day. Keyworkers have an assigned group of children for whom they are responsible. Keyworkers also write reports, complete administration and note observations regarding the children that they are responsible for. Although the jobholder can also write observations regarding children, it is

the responsibility of the keyworker to ensure that children's files are complete and that observations have been recorded.

- The management team are the formal line management for the jobholder. The management team overlook the overall running of the nursery and are responsible for managing all the staff within it. The management team have full decision making authority and also have responsibility for activities organised by the nursery.

### **Main Accountabilities:**

- 1) To support keyworkers by supervising individual children or a group of children as part of the nursery routine as required to ensure the safety of children.
- 2) To prepare rooms for activities and to help to tidy up after activities to ensure that activities organised by keyworkers run smoothly and that there are no health and safety implications.
- 3) To support children to ensure that their needs are met, they are settled and to prevent them from any anxiety they may be experiencing.
- 4) To work where necessary with individual parents and children, respecting and understanding individual needs, maintaining courtesy and confidentiality at all times.
- 5) To undertake lunchtime duties ensuring the safety of children and to maintain their wellbeing.
- 6) To assist in observations and assessments of children in consultation with other team members in order to support keyworkers in their records and reports.
- 7) To report and make a record of any accidents and other causes of concern to ensure the safety of the children.
- 8) Undertake any other duties and tasks which the Head Teacher may deem necessary.

This job description reflects the major tasks to be carried out by the post-holder and identifies a level of responsibility at which the post-holder will be required to work.

In the interests of effective working, these tasks may be reviewed from time to time to reflect changing circumstances. Such reviews and any consequential changes will be carried out in consultation with the post-holder.

### **Knowledge, experience and training**

- Experience of working with children
- Awareness of child protection issues
- Good communication skills
- Able to maintain confidentiality
- Sense of humour