

**Early Years Assistant (unqualified)**

**Job Description**

Responsible to: Nursery Manager/Deputy Manager

**Main purpose of the role:**

* To work as part of a team to deliver a high standard of learning, development and care for children aged 0-5 years.
* To ensure that the preschool nursery is a safe environment for children, staff and others.
* To develop partnerships with parents/carers to increase involvement in their child’s development.
* To maintain records that fulfil Ofsted requirements as laid out in the EYFS
* Ensure the Safeguarding of children and staff within the setting

**Responsibilities**

* To actively participate in specific areas of nursery activity working and playing with children
* Designated Key Worker responsibilities for a number of identified children
* To use discretion and judgement, particularly when dealing with individuals
* Ability to engage and communicate appropriately and positively with children, parents and others
* A good understanding of GDPR legislation and an ability to translate this into daily activities and communications
* To follow the relevant orders and procedures for the military base and maintain a high standard of operation
* Attending all staff meetings as required

**Duties**

* To read, understand and adhere to all nursery policies, procedures and guidelines
* Keeping and updating records of children’s daily activities and observations
* Monitor and evaluate processes and report any concerns to the Nursery Manager
* Use appropriate language to challenge and support children’s development
* Comply with Health and Safety requirements in the setting
* Develop and maintain positive relations with others including outside agencies

**Learning and Development**

* Commitment to undertake all mandatory training, to include online training as well as attending instructor lead sessions.
* Prepared to invest in your own self development

**Other**

* Assist with marketing of services including Fundraising
* To undertake any other reasonable duties as directed.

This post requires a satisfactory, enhanced Disclosure and Barring Service (DBS) check on appointment and are required to sign up to the DBS Update Service (the cost will be reimbursed)

This role requires the wearing of uniform of either branded shirt or tunic as necessary and depending on activity.

**Person Specification –Unqualified Employees**

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications & Experience** | Previous experience, working as child minder, in a Preschool or Nursery setting | Minimum Level 2 qualification in Children and Young Peoples Workforce or equivalent |
|  |  | Paediatric First Aid (full)(Training provided) |
|  |  | Basic Food Safety / Hygiene Level 2 Certificate(Training provided) |
| **Knowledge** | An understanding of the key principles of safeguarding children | Previous experience of safeguarding children |
|  | A good understanding of GDPR legislation and an ability to translate this into daily activities |  |
|  | Able to demonstrate understanding of Early Years Foundation Stage | Working knowledge of the Early Years Foundation Stage |
| **Skills and Abilities** | Excellent communication skills, both verbal and written | Confident approach and flexible attitude to the job role |
|  | Ability to write clear and accurate  records |  |
|  | Ability to competently use IT for report writing, outlook, online training etc |  |
|  | Calm, caring and unflustered | Self-motivated and hands on, guiding and supporting others |
|  | Approachable, cheerful and engaging personality |  |