



JOB DESCRIPTION

Post	Sessional Nursery Worker
Hours	As and when
Salary	£13.15 per hour, excluding holiday pay
Location	Paradise Park Children's Centre
Reporting to	Nursery Manager

PRIMARY JOB FUNCTION

To assist in the provision of high-quality care and education for children in the nursery and to assist the staff to maintain a safe and secure environment for the children.

DUTIES AND RESPONSIBILITIES

Under the direction of the Nursery Manager and other senior members to assist in the fostering of the physical, social, emotional and intellectual development of all children attending the nursery, including those with special educational needs.

1. Assist in the provision of a comfortable, safe, stimulating environment which provides consideration of families' ethnic, cultural and linguistic backgrounds and consideration of children's gender.
2. Assist in observation, assessment and recording of each child's progress within the nursery.
3. Contribute to planning and evaluation to meet the children's needs and interests.
4. Assist in working with individual and groups of children as appropriate to their development.
5. Work in partnership with parents.
6. Assist in organising a smooth transition from home to nursery and between nursery and primary school.
7. Contribute to drawing up plans for individual children.
8. Display the children's work to draw attention to their achievements.
9. Keep up to date with current thinking by attending courses (if required), reading documents, articles etc as required in fulfilling this role.
10. Carry out duties with due regard, work within and promote the organisation's policies and procedures, including the Safeguarding Policy, Health and Safety Policy, and Equal Opportunities Policies.
11. Ensure equality of opportunity for all people in service provision, and to oppose strongly any form of discrimination.
12. Undertake such other duties as may be requested by the Nursery Managers.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Service Area: IPA's Paradise Park Children's Centre		Section: Nursery
Designation: Sessional Nursery Support Worker		RATE OF PAY: £13.15 per hour
REQUIREMENTS <<EXPERIENCES>>		
E	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test)	
E	Experience of working with children (either in a paid or unpaid capacity) preferably in a day care or education setting	
D	Experience of working with 6 month – 5-year-olds, preferably in a day care or education setting	
D	Willingness to undertake the relevant qualification, either an NNEB Certificate, NVQ Level 1/2 - Childcare/Early Years Care, BTEC Nationals in Childhood Studies (Nursery Nursing) with suitable practice placements)	
<<KNOWLEDGE, SKILLS and ABILITY>>		
E	Knowledge and understanding of the needs of young children	
E	An understanding of the needs of children from ethnic minorities, including children who are bi or multilingual	
E	An understanding of the importance of Child Protection and the willingness to acquire knowledge of Child Protection issues and procedures	
E	An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations	
E	An understanding of Equal Opportunities and a commitment to putting it into practice in daily work	
E	An understanding of health and safety in the workplace and how to implement it in this area of work	
E	The ability to promote all aspects of children's learning and development	
E	The ability to relate easily to children, staff, parents and other agencies and to work as part of a team	
E	The ability to communicate clearly both orally and in writing	
E	The ability to work within a multi racial setting and to ensure that each child's racial identity is respected, maintained and enhanced	
E	A commitment to staff development and training	
<i>E= Essential D= Desirable</i>		