



NURSERY ASSISTANT

Job Description

Full-time:	Fixed Term, pro-rata 52 weeks a year.
Hours:	37½ hours per week, plus ½ hour unpaid break (total 40 hour week). Fixed hours during term-time with a more flexible working rota outside of normal term time. Overtime available outside of normal term time. A maximum of two Saturday 'Open Mornings' per year.
Salary:	£20,000 - £22,000
Holiday Entitlement:	Pro-rata 6 weeks plus bank holidays. The Nursery is closed 20 days throughout the year which is normally 10 days in August, 5 days Christmas and 5 days Easter. The additional 10 days are taken at any time of your choice during normal term time.
Additional Benefits:	Pension. Free lunches Discounted Nursery / School fees after the end of probationary period.



Rydes Hill Nursery provides a wonderland of opportunities to ignite children's natural curiosity within a secure, fun and stimulating environment. We encourage every child to explore, play, splash, build, sing, dance, climb, paint and laugh. Above all, we look to nurture self-confidence and independence without any sense of pressure or competition. We accept children from rising three years old in the term in which they turn three.

In January 2019, our highly successful Nursery extended its provision from term-time only to all year round. We offer both full day and half day sessions for children from rising three to four years of age. Our parents have the option to sign up for term-time only, term-time plus with additional sessions in the holidays, or all

year round. Our Nursery Assistant will work closely with both the Head of Nursery and Assistant Nursery Manager. S/he will assist with the delivery of a flexible, high-quality education and care to meet the needs of the children and their families.

The post holder reports to the Head of Nursery.

Ethos / Mission Statement

Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in a loving relationship with God and each other. Christian virtues of love and justice, faith and courage, hope and perseverance are fostered. Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the School based on shared moral values. The importance placed on the development of individual talents is at the heart of what the School stands for and all are encouraged and challenged to be the best they can be.

We Aim to:

- Promote excellence in all areas, and to develop each pupil's abilities and character to the full.
- Provide academic teaching and to foster learning and scholarship of the highest quality together with a wide range of cultural, sporting and extra-curricular activities.
- Promote a purposeful and disciplined atmosphere, in which children are encouraged to achieve their full potential, staff can find vocational fulfilment in their career, parents, Governors and all can use their talents for the greater good of our community and for society as a whole.
- Nurture an awareness of spiritual and moral values and uphold our kindness code.
- Recognise each member of the School community as unique, with talents to develop and a contribution to make and that equal opportunities are available to all.
- Encourage pupils from a variety of backgrounds who have a range of qualities, abilities and talents, pupils who will make a real contribution to the success of the School in many different ways.

Purpose of the Role and Key Responsibilities

To provide outstanding care and develop the education of children, using specialist knowledge and experience. This involves undertaking tasks related to classroom and extra-curricular activities, the delivery of the designated and enriched curriculum, raising standards through continuous self-evaluation and providing high standards of supervision and pastoral care;

Main Tasks

- To assist the Nursery Manager with providing an environment that adheres to the vision, mission and ethos of the School and to work closely with all members of the Nursery team to deliver an outstanding learning environment.
- To promote the work and image of the School by always maintaining high standards of personal appearances and adopting a friendly, professional approach to parents, members of the public and the wide School community.

- To have a solid understanding of the Early Years Foundation Stage (EYFS) curriculum and to take an active part in the planning, preparation and delivery of the curriculum and evaluate activities for the children;
- To oversee the activities of the children in order to ensure their safety, facilitate their educational development and develop a supportive and caring relationship;
- To provide care, attend to children's personal needs, including intimate care needs if necessary, and undertake activities necessary to meet the physical, emotional and educational requirements of individuals, groups or a class of children. This will require knowledge of a range of strategies and a high level of skills developed through experience;
- To promote high standards, progression, continuity and quality of learning;
- To observe children as individuals and in groups and monitor behaviour, progress and possible developmental needs utilising specialist knowledge and experience;
- To ensure up-to-date records of children's progress as part of the monitoring and reviewing of educational work programmes within the Individual Profiles, and develop future programmes and plans, as and when appropriate;
- To keep up to date with observations of children's learning on Tapestry.
- To adhere to the school's policies with special reference to the learning support, safeguarding and child protection, equal opportunities policies, and to help promote inclusion in the school;
- To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the early years rooms;
- To oversee display materials and teaching aids, undertake simple maintenance and repairs and clean and tidy up after use;
- To undertake other relevant duties allocated at the discretion of the Headmistress;
- To play a wide and full part in the life of the School as possible.

This job description is intended to act as a guide and not as an ultimate definitive or exhaustive list. Our aim is to work to the strengths of the successful candidate and adapt the job description accordingly.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification:

Essential criteria

A passion for working with children with a positive can-do attitude.

Proven experience of working in an Early Years setting.

At a minimum, a Level 3 Early Years Education and Childcare qualification or equivalent.

A commitment to working regularly outdoors.

Sound understanding of child development, and of children's needs.

Ability to work with parents and families to encourage their involvement.

Commitment to equal opportunities and an understanding of equality and diversity issues.

Evidence of continuing professional development.

Desirable criteria

Current paediatric first aid certificate.

Current food hygiene certificate

Any offer of appointment will be subject to satisfactory references, the completion of a medical form and criminal record check via the Disclosure and Barring Service (DBS).