

Job Description	
Job Title	Nursery Assistant
Salary Range/Grade	£11.44 per hour
Job Location	Little Lambs Nursery, East Grinstead
Hours Per Week	Part time/full time/Job share considered
Reports To	Nursery Manager
Responsible For	N/A
<p>What positive impacts will this position have on children, young people and families?</p> <p>At Little Lambs Nursery in East Grinstead, our dedicated nursery assistants positively impact the lives of children and families every day. Through nurturing care, emotional support, and inclusive practices, they facilitate the holistic development of each child, creating a safe and welcoming environment where children thrive. By maintaining strong partnerships with parents and prioritising the safety and well-being of all children, our nursery assistants provide invaluable support to families, fostering confidence, trust, and a sense of belonging in our community.</p>	
General Description	
Task	
<ul style="list-style-type: none"> • Supervise and engage with children during indoor and outdoor activities and ensure the safety and well-being of children in your care at all times 	
<ul style="list-style-type: none"> • Assist with daily routines such as meals, naps and toileting and support children’s personal hygiene routines such as hand washing 	
<ul style="list-style-type: none"> • Assist in implementing age-appropriate curriculum and activities that promote learning and development 	
<ul style="list-style-type: none"> • Foster creativity, curiosity and exploration through art, music, sensory play and other activities 	
<ul style="list-style-type: none"> • Provide individualised support and encouragement to children to promote their social, emotional, cognitive and physical development 	
<ul style="list-style-type: none"> • Support children in developing positive social skills, cooperation and conflict resolution 	
<ul style="list-style-type: none"> • Implement safeguarding policies and procedures to ensure the welfare and protection of children in the nursery 	
<ul style="list-style-type: none"> • Maintain a vigilant and proactive approach to identifying and responding to signs of abuse, neglect or harm 	
<ul style="list-style-type: none"> • Adhere to health and safety policies and procedures, ensuring a clean, safe and hygienic environment at all times 	
<ul style="list-style-type: none"> • Welcome parents into the nursery environment and encourage their participation in activities and events 	

<ul style="list-style-type: none"> • Maintain open and effective communication with parents, providing regular updates on their child's progress and activities
<ul style="list-style-type: none"> • Participate in ongoing training and professional development opportunities to enhance your skills and knowledge in early childhood development and education.
<ul style="list-style-type: none"> • Support the planning and preparation of engaging learning experiences based on children's interests and developmental needs.
<ul style="list-style-type: none"> • Observe and document children's progress, interests and milestones
<ul style="list-style-type: none"> • Collaborate with parents to support their child's learning and development

<p>What you will have achieved by month 3</p>	<ul style="list-style-type: none"> • Completed essential online training • Read and understood policies and procedures • Attended Spurgeons 'Introducing our Ethos and Values' workshop • Completed 3 month mid probationary review • Familiarise yourself with nursery's policies, procedures and routines • Build positive relationships with children, colleagues and parents • Gain a basic understanding of child development principles and early childhood education practices • Demonstrate competence in carrying out daily tasks • Attend relevant training sessions and begin to apply new knowledge and skills in your role • Participate in team meetings and contribute ideas for enhancing the nursery environment and curriculum
<p>What you will have achieved by month 6</p>	<ul style="list-style-type: none"> • Successfully completed probation and probationary review meeting • Develop a deeper understanding of the individual needs, interests, and personalities of the children in your care • Implement creative and engaging activities that support children's learning and development across various domains. • Communicate effectively with parents, providing regular updates on their child's progress and responding to their feedback and concerns. • Take on additional responsibilities or special projects as directed by nursery management • Continuously seek opportunities for professional development and growth, such as pursuing further training or certifications in early childhood education

	<ul style="list-style-type: none">• Collaborate with colleagues to maintain a positive and cohesive team environment and support each other in providing high-quality care and education.
What you will have achieved by month 12	<ul style="list-style-type: none">• Demonstrate confidence and competence in your role as a nursery assistant, consistently providing excellent care and support to children and families.• Contribute to the ongoing improvement of the nursery's programs, policies, and practices through your experience and insights.• Serve as a role model for newer staff members, offering guidance and support as they acclimate to their roles.• Engage in reflective practice, regularly evaluating your own performance and identifying areas for growth and improvement.• Participate in staff development initiatives, such as mentorship programs or peer learning groups, to further enhance your skills and knowledge.• Maintain a commitment to safeguarding and promoting the welfare of children, remaining vigilant and proactive in identifying and addressing any safeguarding concerns.

Type	Description	Essential/ Desirable
Qualification(s)	<ul style="list-style-type: none"> NVQ 2 in Childcare CACHE Level 2 Certificate in Child Care and Education 	<p>D</p> <p>D</p>
Professional Registration	<ul style="list-style-type: none"> N/A 	
Experience	<ul style="list-style-type: none"> Previous experience working with young children in a childcare setting, such as a nursery, preschool, or daycare Experience in implementing age-appropriate activities and curriculum to support children's learning and development Experience in providing personal care and support to children, including feeding and assisting with hygiene routines 	<p>D</p> <p>D</p> <p>D</p>
Skills	<ul style="list-style-type: none"> Ability to build positive relationships with children, colleagues, and parents, and effectively communicate with people of all ages Capacity to understand and respond to the needs and emotions of young children, demonstrating patience, kindness, and sensitivity Skill in collaborating with colleagues to create a supportive and cohesive working environment and contribute to the overall success of the nursery Ability to prioritise tasks, manage multiple responsibilities, and maintain a structured and efficient work environment Capacity to develop and adapt activities and strategies to meet the diverse needs and interests of children in the nursery Ability to identify challenges or concerns and develop practical solutions to address them in a timely and effective manner 	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Knowledge	<ul style="list-style-type: none"> Understanding of child development principles and milestones, including physical, cognitive, social, and emotional development from infancy to early childhood Knowledge of early childhood education practices and theories, including play-based learning, emergent curriculum, and developmentally appropriate practices 	<p>D</p> <p>D</p>

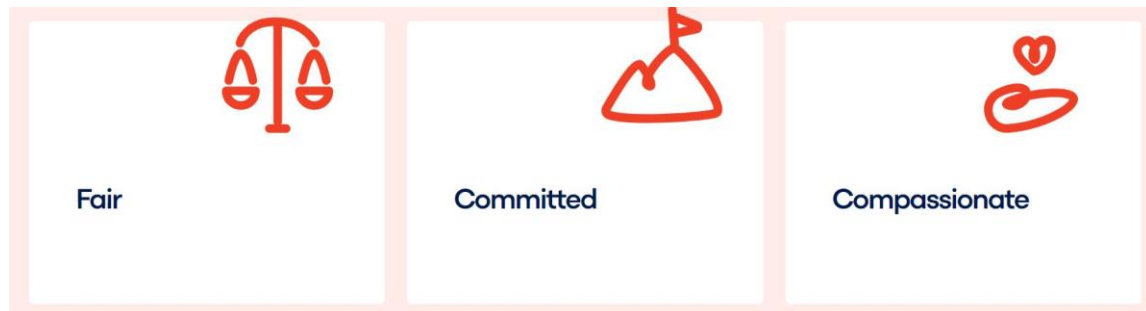
Job Description & Person Specification

	<ul style="list-style-type: none"> • Familiarity with health and safety regulations and procedures related to childcare settings, including basic first aid and emergency response protocols • Awareness of safeguarding and child protection policies and procedures, and the ability to recognise signs of abuse, neglect, or harm and respond appropriately • Basic understanding of nutrition and hygiene practices relevant to young children, including food safety, handwashing, and sanitation. • Willingness to participate in ongoing training and professional development opportunities to enhance skills and stay updated on best practices and developments in the field of early childhood education 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p>Additional Requirements</p>	<ul style="list-style-type: none"> • N/A 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Adaptable • Committed • Conscientious • Creative • Dedicated • Dependable • Intuitive • Passionate • Patient • Proactive • Reliable • Self-motivated • Team player 	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>

What We Expect From You

Our Values:

Everything we do is driven by our values which define who we are and how we work together to support children, young people and families. Our values are at the core of everything we do.



Our Behaviours:

We have certain expectations of your interactions with our colleagues, our partners, children and the general public. We would expect that you exhibit these behaviours as an employee of Spurgeons.

- Put children and young people first in everything we do
- Respect and value every individual
- Listen to understand without judging
- Be open and honest with kindness
- Persevere to be our absolute best and do what we say we will do
- Bring out the best in each other as we work together for the right result

Safer Recruitment & Employment Policy:

As part of Spurgeons Safer Recruitment & Employment Policy, any appointment to this role will be subject to the completion of a DBS application and obtaining satisfactory references.

Equal Opportunities For All:

We actively encourage applications from a broad and deep range of backgrounds and experiences. We are a Disability Confident Employer.

