

# MONTY'S DAY CARE

## Job Description

**Job Title:**                    **Nursery Assistant**

**Reporting To:**                **Nursery Team Leader**

### Main Duties

- Adhering to the Policies & Procedures of the Company and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted/CSIW and the National Standards. Ensuring confidentiality is maintained in the nursery.
- Working as part of a team
- The care and supervision of the children with regard to their physical, emotional and intellectual needs.
- Working with the Nursery Nurse on planning and preparation of activities, to meet children's individual needs, liaising with parents and negotiating working targets ensuring effective communication within the nursery.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed.
- Keeping of development records and observations
- Positive management of children's behavior.
- Preparation, care, cleanliness and maintenance of the playrooms and equipment.
- Providing a good role model for Students and help new staff to fit into the nursery.
- Keeping accident, incident and risk assessment records.
- Supervision of meals and mealtimes and where appropriate preparation of babies' bottles.
- Attendance of staff meetings as arranged by the Nursery Manager.
- Participating in regular parents' evenings, publicity, open weekends and children's outings.
- Any other duties appropriate to the post as directed by the Nursery Manager and Directors.

This list of duties is not exhaustive

### Person Specification

*Qualifications*  
*Experience*  
*Skills*

Signed..... (Job Holder)

Name.....

Date.....