



Comper Nursery School Nursery Assistant (Level 2)

Level 2 Nursery Assistant Job Description

Job Purpose:

- To participate in providing a stimulating and caring environment in which children's developmental and welfare needs are met
- To provide good quality inclusive care, education and play opportunities for children 2 – 5 years, by supporting a team of childcare staff.

Key Tasks:

In liaison with the Headteacher:

- To contribute to a programme of care, education and play opportunities within the learning environment for children aged 2 – 4 years which fosters children's growth, self-esteem and independence
- To be involved in the implementation of relevant school policies
- To work closely with the Family and Community support team and local schools to ensure consistency and continuity of care, education and play opportunities for the children
- To observe and record individual children's development
- To communicate effectively with parents and carers of the children within the setting
- To attend team meetings and inset days as required
- To ensure at all times compliance with OFSTED standards
- To be aware of child protection policy and procedures
- To respect the confidentiality of information received
- To have a commitment to personal and professional development
- To prepare for and receive supervision
- To undertake such other duties as may reasonably be required by the Headteacher such as changing nappies.

Level 2 Nursery Assistant Person Specification

Criteria	Qualities
Qualifications and training	Level 2 Early Years NVQ or equivalent qualification - desirable but not essential
	Pass in English and Maths GCSE or a pass in an equivalent qualification - desirable but not essential
	First Aid Training or a willingness to complete it
Experience	Experience working in a school environment or other educational setting
	Experience working with children / young people
	Ability to read and follow teacher's planning documents and use them to support the teacher to deliver learning activities and set up the classroom environment
	An understanding of the principles behind the key child approach - desirable but not essential
Skills and knowledge	Excellent verbal and written communication skills
	Good literacy and numeracy skills
	Good organisational skills
	Ability to build effective working relationships with pupils, colleagues and parents
	A good understanding of how to adapt individual children's learning to meet their needs
	An understanding of how children learn and develop in the early years or a willingness to undertake training
	A good level of digital competency
	Knowledge of guidance and requirements around safeguarding children

	Understanding of roles and responsibilities within the classroom and whole school context
	The ability to remain calm under pressure and to be flexible in your approach to your work
Personal Qualities	Passionate about working with children under 5
	Sensitivity and understanding, in order to build strong relationships with children under 5.
	Trustworthy - a commitment to confidentiality about sensitive and personal information of our families
	Resilient, positive, forward looking and enthusiastic about making a difference
	Flexible and able to cope with change
	Capacity to inspire, motivate and challenge young children
	A good team player that is also able to take a leadership role
	High levels of initiative
	A good sense of humour