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| **JOB INFORMATION**  **JOB DESCRIPTION** | | | | | |
| **JOB TITLE** | Qualified Nursery Assistant – level 3 | | **LOCATION/CAMPUS** | | Bracknell & Wokingham College Nursery |
| **SERVICE AREA** | Lifestyles | | **TYPE** | | 27.5 hours per week/40 weeks per year |
| **JOB PURPOSE** | | | | | |
| To contribute to a high standard of care for children in the nursery. To give support to nursery staff and to implement the daily routine in the room. | | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | | |
| Your role as a Qualified Nursery Assistant will include:   * Being a key person to a group of children, being responsible for building relationships with children and their families according to the EYFS. Keep up to date records of the children’s progress, next steps and have in depth knowledge of children 0-5 * Promoting positive relationships with parents, children and staff team * Upholding standards of The College Nursery by adhering to all policies and procedures to ensure the safety, health and well-being of the children is paramount * To have empathy with the needs of the children and parents * To be able to lift children and move play equipment when required * To be able to work effectively as a member of a team * To be flexible within the working practices of The College Nursery. Be prepared to help where needed, including to undertake certain domestic jobs e.g. cleaning utensils and equipment * Able to communicate well with children, parents, staff and members of the public, both orally and written * To attend all out of work activities e.g. staff training and meetings * Strive to safeguard children by working within the nursery’s safeguarding policy * To support the training of any apprentices or students whilst they are on placement with the nursery * To be aware of fire and evacuation procedures and to participate in fire drills * To be aware of the high profile of the nursery and to uphold its standards at all times | | | | | |
| **GROUP/ EMPLOYEE RESPONSIBILITIES** | | | | | |
| * To always work and act in accordance with the group’s Vision, Values and Strategic Plan * To demonstrate professional behaviour and appearance at all times * To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning’s policies and procedures * To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated * To be accountable for own safety and that of colleagues/ visitors to the workplace * To work in a flexible manner and be willing to undertake other duties as reasonably requested | | | | | |
| **QUALIFICATIONS & EXPERIENCE** | | **TECHNICAL COMPETENCIES /SKILLS** | | **BEHAVIOURAL SKILLS** | |
| Essential   * Literate and numerate * Strong personal organisation skills * Accurate and attentive to detail   Desirable   * Recent experience in a nursery * Pediatric First Aid Qualification * Universal Safeguarding * Level 1 Food Safety | | Essential   * Full and Relevant Level 3 Qualification | | Display and role model the Activate Learning Standards of Behaviour:  **TAKE RESPONSIBILITY**, doing what we say we are going to do by:   1. planning ahead 2. staying focused 3. meeting agreed deadlines   **EARN RESPECT**, being positive with each other by:   1. listening attentively 2. being honest   **AIM HIGH**, going further by:   1. setting challenging goals 2. being resilient 3. improving continuously   **MAKE IT HAPPEN**, by:   1. taking initiative 2. inspiring each other to meet all these standards | |

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*

***Disability Confident Committed Statement***

*Activate Learning are committed to employing disabled people and will ensure our recruitment process is inclusive and accessible. We guarantee to offer an interview to all applicants with a disability provided they meet the essential criteria for a role. We will anticipate and provide reasonable adjustments as required and support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work.*