

Job Description

**Nursery Assistant**

**Purpose:** To work with and support the Room Leader in ensuring that children receive the highest possible standards of care and education.  
To assist in classroom management and with the welfare of all the children in the Nursery to support their learning, and personal, social and emotional development.

**General Duties:**

Working within established guidelines to:

- Ensure that the children are safe, secure and happy inside and outside, whilst they are at Nursery
- Assist in the planning and teaching of the Early Years Foundation Stage framework
- Organise time and effectively use creative and practical skills with a range of material resources
- Maintain and support in the production of a welcoming and enabling indoor and outdoor environment, providing a positive context for learning
- Positively interact and support children in their play, fostering their enthusiasm for learning by offering experiences and activities that are challenging but achievable
- Observe, assess and record children's development, including completion of online learning journeys or similar
- Work as an enthusiastic member of the team in either Pre-Prep or the Nursery, as required
- Maintain strong home/school links with parents and families, to facilitate children's learning and development by establishing professional relationships
- Play a full part in the life of Nursery and the wider school.

**Specific Duties include:**

- Assisting with minor incidents or accidents and ensuring that records are updated
- Deputising for the Room Leader during short periods of absence
- Reflecting on your practice, incorporating any new initiatives as appropriate and continually evaluating current Early Years thinking
- Implementing 'in-the-moment' planning in line with the Early Years Foundation Stage, including the Characteristics of Effective Learning.

**Hours of Work:**

The basic hours of work in the classroom will be as per your individual contracts. Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings, open days (including some Saturdays) and children's outings.

**Additional Duties:**

Any other duties appropriate to the post as directed by your Line Manager

## Desirable Criteria

- Experience in similar work in a similar environment
- NNEB or Level 3 in childcare or Diploma in Early Years
- Good knowledge of EYFS and Early Years practice
- SEND experience or experience with individual needs

## Terms and Conditions:

**Salary:** Commensurate with experience

**Hours of Work:** Various part-time options are available both term time only and all year round. Please clearly indicate your preferred working days and hours when applying. Preference will be given to applicants available to work from 1.00pm to 6.15pm.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** 28 days pro rata paid annual leave, plus Bank Holidays.

**Other Benefits:** Free meals during working hours when Dining Hall open  
Free use of School facilities  
Life Assurance after two years' continuous service  
Annual pay review

## Application Process

Candidates should complete all sections of the application form and return it to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex BN21 4JY. Electronic applications should be sent to [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk)

**Closing date: 13 February 2019**

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources by email on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452239.

## Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.