

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

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.

Safeguarding Duties:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- One-to-one settings require extra vigilance for staff to protect their own reputation through strict adherence to the staff code of conduct and common sense precautions to ensure the child is and feels safe. The individual working relationship can create a setting where pupils make disclosures and staff have a responsibility to be very familiar with the procedure of passing on concerns to the DSL.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

Desirable Criteria

- Experience in similar work in a similar environment
- Must have suitable experience in working with children aged under 24 months
- Must have a relevant Childcare Qualification at Level 2/3 or above
- GCSE's in English and Mathematics, Grade C or above, or equivalent
- Good knowledge of EYFS and Early Years practice
- SEND experience or experience with individual needs
- Valid Paediatric First Aid Certificate (or willingness to gain)

Terms and Conditions:

Salary: £19,760 pro rata

Hours of Work: Full-time between the hours of 7.45am and 6.15pm, Monday to Friday, with options for either term time only, or all year round.
Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings, open days (including some Saturdays) and children's outings.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department).

Holiday: Six weeks paid annual leave plus Bank Holidays.

Other Benefits: Free meals during working hours when Dining Hall open
Life Assurance
Employee Assistance Programme
Free use of Charity facilities including pool and gym
Free tickets to College productions
Easy public transport connections and free parking
Stunning location

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 an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Application Process

To apply for this exciting opportunity, please follow the link below to complete the online application form:

<https://www.cognitofoms.com/EastbourneCollegeIncorporated/StAndrewsPrepSupportStaffApplicationForm>

Or visit www.standrewsprep.co.uk/contact/employment-opportunities and click the 'Apply Now' button.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager by email on hr@eastbourne-college.co.uk or phone 01323 452239.

We reserve the right to withdraw this vacancy before the closing date if we are successful in finding an appointment.