# 

**JOB DESCRIPTION: Beacon Nursery Assistant**

**RESPONSIBLE TO: Beacon Nursery Manager**

**JOB PURPOSE:**

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the Nursery.

2. To be aware of and demonstrate understanding; how to safeguard children under local safeguarding procedures in accordance with legislative documentation.

3. To give support to other personnel within the Nursery.

4. To implement the daily routine in the base room.

**KEY AREAS:**

5. Work with Children

6. Team Work

7. Liaise with Parents

**DUTIES AND RESPONSIBILITIES:**

1. Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff.

2. To keep a proper record of achievement file on your key children, for parents.

3. Work with parents of special needs children to give full integration in the Nursery.

4. Support all staff and engage in a good staff team.

5. Liaise with and support parents and other family members.

6. To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fayre, Christmas party, etc.

7. To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleansing of equipment etc.

8. Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled.

9. Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it.

10. Look upon the nursery as a “whole” where can your help be most utilised, be constantly aware of the needs of children.

11. Ensure child is collected by someone known to nursery.

12. To respect the confidentiality of information received.

13. To develop your role within the team especially with regard as a key worker.

14. Specific Child Care Tasks:

1. The preparation and completion of activities to suit the child’s stage of development.

2. To ensure that mealtimes are a time of pleasant social sharing.

3. Washing and changing children as required.

4. Providing comfort and warmth to a poorly child.

15. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.

16. To be aware of the high profile of the nursery and to uphold its standards at all times.

17. To carry out any other duties as requested by YMCA St Helens Management.