



Post: Bank Assistant Nursery Officer

Reports to: Senior Leadership Team

Hours: 15 hours Monday-Friday 3.00pm-6.00pm

Duties and Responsibilities

All duties are in accordance with Histon Early Years Centre policies and procedures, the children act and other relevant legislation and all local authority and OFSTED requirements, having the responsibility:

- To work as a member of the team, under the direct management of the room supervisor and senior management team, helping to develop an environment which ensures the high standard of physical, emotional, social and intellectual care for children placed in the nursery.
- To use initiative and creativity to support the effective daily running of the room and action the requests of the supervisor and senior team members.
- To project the positive and professional attributes of the centre.
- To undertake any special projects as requested by a member of the senior management team.

You will:

- Be prepared to undertake in-house training that will support and develop your role within the setting, developing an understanding of childcare and child development
- Be a reliable member of the team, working co-operatively, with consideration for your colleagues
- Have flexibility towards your role and the duties you are required to fulfil.
- Ensure that the setting is kept to a high hygienic standard and maintain the centre's high professional standards
- Ensure the cleanliness of the children at all times
- Ensure that the highest standards of safety and security are operated at all times within the setting and in particular within the room and related play areas
- Aspire to the good practice, modelled by the team, with regard to individual and group care with the children and understand that all team members must lead from example
- Fulfil your responsibility to safeguard children and young people, as stated in the Centre policy
- Follow all Centre policies and be vigilant, reporting any issue which may cause concern either via the logging of concerns or the whistleblowing procedure and respect the confidentiality of the stakeholders of the centre

- Operate in a supportive way within a key person and key activity system as appropriate
- Assist in creating a stimulating and attractive setting, providing the children with a safe, secure and home like environment
- Contribute to and work as part of a highly motivated and professional team
- Ensure that the equal opportunities policy is adhered to at all times
- Ensure correct procedures are followed in relation to security, incident or accident and inform a member of the senior management team of any issues at the earliest opportunity
- To be aware and comply with all Health and Safety standards and follow the procedures and policies of the setting in relation to regulatory requirements

Skills/Abilities

You must:

- Have a desire to work supportively within a childcare environment, understanding that each child is an individual
- Have a desire to gain a general understanding of childcare and child development
- Have a general standard of literacy and numeracy appropriate to the duties required
- Be flexible and creative and have the commitment to support the delivery of a first class childcare environment
- Have the ability to promote good practice in a professional manner and understand and adhere to the commitment for confidentiality
- Have good organisational skills
- Have the ability to take instruction from senior members of the team

Commitment

You must:

- Have an understanding of, and personal commitment to, the continual development of Histon Early Years Centre

Other

You must:

- Have a commitment to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken

Histon Early Years Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.