

Job Description for Early Years Assistant Bank Cover

Responsible to: Room Manager and Senior Management

All our team are supported and valued to thrive in their roles and beyond. We have a culture of positive mind-set and endless enthusiasm for building skills for life in our team and children. We have a high expectation for achievements and promote growth in all that we do, whether that be progression through roles and responsibilities or depth of knowledge in your current role. We are keen to reflect and adapt to ensure we are being the best we can be for us and our children.

Main Roles and Responsibilities:

- Building relationships with children and their families, contributing to planning purposeful activities taking into consideration children's interests to enhance their knowledge and skills.
- To promote a positive, enjoyable, safe and stimulating environment for all children through nurturing interactions and carefully considered routines.
- To promote and encourage appropriate behaviour through role modelling positive relationships with others and implementing our behaviour management policy- 'big feelings'.
- Work in close partnership with parents, carers and other family members to provide consistency for children and share children's development.
- Work alongside parents/carers of children with special educational needs and/or disabilities to achieve complete inclusion and the support they need to thrive.
- Work as part of a close team and communicate effectively to ensure smooth running of the day and that important messages are shared appropriately.
- Be a consistently good role model to children and colleagues. Taking into consideration the nursery core values at all times.
- To have mutual respect for all team members.
- To consistently demonstrate high levels of professionalism- ensure any complaints/ grievances you may have are directly referred to your line manager so these can be promptly addressed.
- To be able to reflect and take on board any feedback provided to you to support your growth and professional development.
- To ensure you are deployed well so children are sufficiently supervised at all times.
- Promote equal opportunities throughout the nursery and recognise and respect diversity for all children, colleagues and parents.
- Prepare and contribute to creating and maintaining an enabling environment both inside and out.
- Prepare healthy snacks following food hygiene procedures and involve children safely.
- Read and adhere to all company policies & procedures which are inline with Statutory Framework for the Early Years Foundation Stage and guidelines as laid down by OFSTED and the local authority.
- To safeguard children. Share disclosures or concerns you have about the welfare of a child without delay to those with lead responsibility for safeguarding and to escalate externally should your concerns not be dealt with appropriately.
- Read, adhere and complete company risk assessments and take all practical steps to ensure the safety & wellbeing of all who use the premises. Including sharing health and safety concerns to the health and safety officer.
- Liaise with the local authority and other professionals associated with the nursery as and when required.
- Maintain and promote high levels of confidentiality at all times, including information relating to children and parents, other colleagues and all other company business.
- Undertake certain domestic duties within the nursery to ensure high standards of cleanliness i.e. general cleaning after activities including lunch and laundry duties when required.
- If requested by leaders to attend and participate in staff meetings, training courses and professional development systems such as supervisions and appraisals.
- To understand the needs of the whole nursery and be flexible if cover is needed in other rooms, especially during busy periods.

Attributes to promote our nursery core values:

- **Attraction** -To have a positive mind-set for building your own skills and knowledge and those of others, including children, colleagues and parents.
- **Authentic** - To deliver authentic practice and do the best you can with the information, experience, competencies that you have.
- **Relationships** -To build positive professional relationships with children, families, colleagues and within the community.
- **Reflection** - To reflect, review and adapt to certain situations and circumstances the best you can.
- **Recover** - To be able to recover, be resilient and promote this in children, families and colleagues.
- **Growth** - To have high expectation of your achievements, promoting growth and strength in everything you do.
- **Integrity** - To have a high level of integrity and complete honesty.
- **Organisation** - To proactively forward think and plan ahead.

Hours: Flexible hours- usually 8/ 8.5 hour shifts, working Monday- Friday between the hours of 8:00am & 6:00pm as requested by the manager and agreed by you. Varied 30 Minute and 1 hour lunch breaks

Qualifications: No qualifications required.