**Job Description:**

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| **Post:** | ***Nursery Practitioner Lunchtime Assistant*** |
| **Salary Grade:** | £20,404.80 FTE (Actual salary will be pro-rated) |
| **Responsible to:** | *Nursery Manager* |
| **Responsible for:** | *N/A* |

**Key Purpose:**

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| **1** | To work flexibly across the Nursery to support children over the lunchtime period, promoting healthy eating and supporting with their individual personal needs over this time |

**Key Responsibilities and Accountabilities:**

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| --- | --- |
| **A** | Comply with the requirements of the Early Years Foundation Stage, Nursery and College Policies and Procedures |
| **B** | Ensure that all requirements of Hampshire Children’s Services, OFSTED and other statutory bodies are met, including correct staff ratio of staff to children and all health and safety requirements |
| **C** | To support children over the lunchtime period, ensuring any dietary requirements are being adhered to |
| **D** | To support with the cleaning up routines following lunch |
| **E** | To take part in training to ensure keeping up to date with new legislation and the recommended guidelines from OFSTED |
| **F** | Work within a team and maintain good communications with colleagues |
| **G** | Attend staff meetings when required |
| **H** | Be flexible to work across Nursery |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required |
| **2** | Value and promote diversity and equal opportunities |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures |
| **5** | Be responsible for safeguarding and promotion of the welfare of young children, young people and vulnerable adults |
| **6** | Responsible for Student Success Rates, Retention and Achievement |
| **7** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **8** | Provide the best possible service to customers (both internal and external) in line with College standards |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| i | Child care qualification level 3 |  | Y | A |
| ii | A good level of Education in English and Maths |  | Y | A |
| iii | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| iiii | Knowledge of EYFS |  | Y | I |
| v | Paediatric First Aid |  | Y | A |
| vi | Food hygiene qualification |  | Y | A |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| vii | Enthusiastic and energetic | Y |  |  |
| viii | Passion for childcare and development | Y |  |  |
| viiii | Good team player | Y |  |  |
| x | Be flexible | Y |  |  |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment

Specific duties include: