



JOB DESCRIPTION

JOB TITLE:	Nursery Assistant
HOURS:	Mon - Fri (27 hours per week) 8.30-12.30 Tuesday and Thursday 8.00-18.00 Wednesday and Friday Term time only (36 weeks)
REPORTS TO:	Head of Preparatory School
FUNCTIONAL RESPONSIBILITY:	Head of EYFS
OTHER REGULAR RELATIONSHIPS:	Nursery Staff, Nursery Children and Parents/Carers.

JOB PURPOSE: To assist and support Early Years Practitioners in implementing the daily routines within the Nursery and to supervise and assist children during their tea and at play, until their collection by parents/carers.

MAIN RESPONSIBILITIES

- To assist with meaningful activities for the Swans/Cygnets class in order to develop all aspects of the children's individual development, within a safe and stimulating environment.
- To help with observing and assessing children, and record keeping for EYFS Profiles.
- To have high expectations for all children, helping them to realise their potential in the seven areas of learning.
- To assist with maintaining good discipline, in accordance with the Nursery's behaviour policy.
- To engage with children and supervise their play, both indoors and outdoors as necessary.
- To help deliver activities appropriate to each child's level of development.
- To help keep classroom areas safe, clean and tidy.
- To undertake playground duties as required.
- To keep accident, incident and risk assessment records.
- To ensure positive management of children's behaviour.
- To ensure the safety of children at all times.
- To help put up displays.
- To report any issues or concerns with any of the children to the Head of EYFS or the Senior staff member on duty.

- To liaise with parents as necessary.
- To assist other members of the Nursery staff as required.
- To attend any staff meetings as required by the Head of EYFS.

GENERAL RESPONSIBILITIES

- To work in accordance with the aims and principles of the School's mission statement, and be sympathetic and supportive of the Catholic ethos of the School.
- To work according to the School's policies and procedures of Ratcliffe College including the School's Health and Safety and Safeguarding Policies. To report any concerns immediately to the Head of EYFS.
- To ensure the children's well-being and safety at all times.
- To promote a high standard of pastoral care.
- To assist with Special Events throughout the school as required, for example Celebration Afternoon.
- To help assist with aftercare, when in school to 18:00, and supervise the children during tea time, supporting children as necessary.
- To undertake any other duties as necessary from time to time as may be reasonably requested.
- To foster and maintain good working relationships, acting as a courteous, friendly and professional member of the school team and work in a co-operative, diplomatic and flexible manner.
- To maintain good practice in terms of staff attendance, discipline and professional attitude in the school.

This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.

BACKGROUND INFORMATION

Ratcliffe College is an independent, Roman Catholic, co-educational, day and boarding school with over 825 students aged 3 to 18 years. The School, originally founded in 1847 by a renowned educator, Antonio Rosmini.

Our Early Years provision for 3-5 year olds is housed in a separate building and consists of three classes, Cygnets I and II, and Swans. The youngest children are very much part of the whole School and benefit from the outstanding facilities of the Preparatory School and wider College campus.

Our loving and supportive ethos enable

An extract from the Nursery School Mission Statement reads: "Each child entrusted to our care is special. We aim to create a warm, secure environment in which each child has the freedom to develop his/her abilities and potential. We aim to lay the firm foundations upon which all further knowledge can be based".

ADDITIONAL INFORMATION

- Hours: 27 hours per week working Tuesday to Friday:
8.30am to 12.30pm, Tuesday and Thursday
8.00am to 6.00pm, Wednesday and Friday
Term Time only (36 weeks).
- Salary: £9.88 per hour; £10,761 per annum **including holiday pay**. The annual salary will be split into equal monthly payments.
- Holiday: 5.6 weeks holiday (including bank holidays) pro rata is included in the above salary. All holidays **must** be taken during School holiday times.
- Car parking: Parking is provided free of charge.
- Terms: The appointment is subject to the conditions of employment for support staff.
- Pension: The person appointed would be eligible to join the contributory pension scheme that Ratcliffe College operates for its support staff.
- Application: Application is by completion of the on-line application form on our website: www.ratcliffecollege/about/vacancies

The closing date for receipt of completed application forms is **9.00am on Thursday, 20 June 2019, Interviews will be held on Wednesday, 26 June 2019.**

Ratcliffe College is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and Disclosure and Barring Service screening must be satisfactorily completed.