



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MIPA
admin@roundandroundthegardens.co.uk

Job description

Post title - Nursery Support Assistant

Responsible to - Nursery Owner/ Manager and Senior Management Team

Post description - Nursery support assistant are to assist the nursery to cover 1:1 support time during period of time when funded hours of support are offered to children so that a member of staff can be available and out of ratios for this 1:1 time. This will enable the continuation of high standards of care and learning within legal ratios and that children who have additional needs are supported as required.

During this time of cover the Nursery Support Assistant's main duties and responsibilities will be -

- To contribute to the creation of an environment which provides for the well being of all children and their families attending the nursery.
- To create an interesting and stimulating environment for the child to develop all their skills.
- To provide at all times a warm and caring environment for babies and to be as consistent as possible regarding that environment.
- To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development
- To ensure positive management of children's behaviour
- Promote equal opportunities for all children, parents/carers, staff and visitors
- Provide quality care for all nursery users
- Maintain good relationship with parents; working in partnership at all times
- Participate in planning and implementing appropriate programmes of learning (i.e. Early Years Foundation Stage) and activities through play-based scenarios
- Maintain high standards of health and safety, reporting any concerns or issues to the manager/owner immediately
- To monitor, assess and evaluate children's development and progress and use this to inform planning
- To alert the SENCo, manager/owner of any concerns you have with regard to any child's progress/development
- To be mindful with regard to child protection issues



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- To ensure that time keeping is good
- To ensure that management are kept informed of illness/absence from the provision
- To provide continuity and warmth for the children
- To provide a happy, fun environment
- To help in the preparation of snacks and meals for the children and be involved in promoting healthy eating throughout the setting.
- To be able to listen and take on board concerns/issues that parents may have and deal with them appropriately or refer to the manager
- To be flexible to meet the needs of the provision, adopting a calm, adaptable disposition
- To display a genuine enjoyment of the company of children
- To hold a relevant child care qualification or have appropriate experience with children of an Early Years age.
- To understand the need to attend workshops or training, in-house or otherwise to maintain professional standards and best working practice
- To be an excellent role model for children and other members of the Round and Round the Gardens Team
- To appraise oneself of the policies/procedures etc contained within the Operational/Policies & Procedures file and to follow them to your full potential.
- To be mindful of Ofsted's National Standards for Day Care as well as the 5 outcomes under The 'Every Child Matters' framework.
- To report all concerns or complaints to the owner/manager
- To maintain an appropriate level of confidentiality with regard to all
- To work as part of a team, be a confident communicator and have good use of own initiative in this role.
- To take direction from your team leader and other members of the senior team.
- Must have a positive attitude towards outdoor play and willing to part take in outdoor play in all weathers, bringing appropriate clothing to enable them to do so.
- To undertake any other aspects of nursery work according to need.
- To have a sense of humour!



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The hours of this role are as follows -

Wednesday - 9.15am - 12.15pm - This time will be split between two classrooms as instructed on a daily basis.

Friday - 9.15am - 12.15pm - This time will be split between two classrooms as instructed on a daily basis.

This role would begin from the week commencing Monday 4th March 2013 and is during term time only.

There may be the opportunity for training internally and externally.

An enhanced CRB check will be carried out prior to the start of this employment at the setting and during an induction programme with Suzanne Filson and Andi Hart.

These hours may also subject to change and this will be discussed if this situation arises.