

Job Description & Person Specification

Kingsway Primary School
Valley Gardens
Gloucester
GL2 2AR

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JOB DESCRIPTION – Early Years Assistant

Name:

Job Title:

Accountable to: Nursery Manager/Head Teacher

Purpose of post

- To contribute a high standard of physical, emotional, social and intellectual care for all children in the EYFS
- To work as part of a team in order to set up and provide an enabling environment in which all individual children can play, learn and develop.
- To address the physical needs of the children including toileting, dressing and cleanliness.
- To ensure high standards of supervision of children in all areas accessed by them

Responsible to

Head of Key Stage

Duties and responsibilities

1. Be prepared to help where needed, including to undertake certain domestic jobs e.g. preparation of snack meals, cleansing of equipment, setting up of resources, etc.
2. Work alongside the staff team to ensure that the EYFS philosophy is maintained at all times
3. To actively promote and support the safeguarding of children and young people in the workplace, ensuring policies and procedures are observed at all times.
4. To ensure a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development; to maintain inclusion at all times.
5. Work with parents/carers of special needs children to give full integration and respond to their needs whatever they may be.
6. Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff.

Specific Child Care Tasks:

- The preparation and completion of activities to suit the child's stage of development.
- To ensure that mealtimes are a time of pleasant social sharing.
- Washing and changing children as required.
- Providing comfort and warmth to an ill child.
- Attending to first aid requirements
- Supporting toileting and self-help skills leading to growing independence

7. Liaise with and support parents/carers and other family members.
8. Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it.
9. Ensure child is collected by someone known to staff.
10. To respect the confidentiality of information received.
11. To develop your role within the team and grow the role to be the best it can be.
12. To be aware of the high profile of the Setting and to uphold its standards at all times.

Working Time: hours will be dependent upon those required by child's needs as directed by the Headteacher and will be subject to frequent review according to funding.

Specified working hours: Variable depending with a short term's notice but initially 32.5 between the hours of 8.30am and 3.45pm.

Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.

Kingsway Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed:

| | |
|-------------------|------------------|
| Postholder's Name | |
| Signature | |
| Date | |
| Head Teacher | Lee Pajak |
| Signature | |
| Date | |

KINGSWAY PRIMARY SCHOOL Person Specification for**Early Years Practitioner**

Codes used: E – essential, D – desirable, A – application form, I – interview and T - Task

| Post Requirements | Essential / Desirable | Criteria | Assessed from |
|---|------------------------------|--|----------------------|
| Qualifications | E | Level 2 childcare related qualification | A/I |
| | D | Level 3 childcare related qualification | A/I |
| | D | Basic Food Hygiene Certificate | A/I |
| | D | Paediatric First Aid | A/I |
| Professional Experience | E. | A practitioner with proven experience of high quality practice in EYFS either as volunteer or in paid role. | A/I/T |
| | E | Sound knowledge of early years' development and the EYFS. | A/I/T |
| | E | Evidence of ongoing professional development | A/I |
| | D | Experience of working with Child Protection concerns and experience of safeguarding children. | A/I |
| Knowledge relevant to the job | E | A strong commitment to and enjoyment of the outdoor curriculum. | A/I |
| | E | High expectations of achievement for all pupils, including those with additional needs and EAL. | A/I/T |
| | E | Proven ability to identify children's learning, keep up to date records, and use observation and assessment to support curriculum planning | A/I/T |
| | E | Proven experience of promoting an environment that safeguards and protects children. | A/I |
| | E | Commitment to ensuring equal access and opportunities for all. | A/I |
| | E | Awareness of good health and safety practices. | A/I |
| Personal Qualities and Relationships | E. | Passion and natural ability for working with children from 2 to 4 years | A/I |
| | E. | The enthusiasm, energy, patience, initiative and consistency to engage with under-fives in a school setting | A/I |
| | E | Ability to work in partnership with parents and carers, whilst maintaining a professional distance. | A/I |
| | E | Ability to work well with colleagues in the classroom and as part of a whole school team. | A/I |

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| | E | Excellent record of attendance and punctuality. | A/I |
| | E | A flexible, responsible and mature approach to daily challenges. | A/I |
| | E | Sensitivity in dealing with children who have personal care needs. | A/I |
| | E. | Proven ability to maintain a high level of confidentiality | A/I |
| | E | Excellent interpersonal and communication skills. | I/T |
