

# HORSHAM NURSERY SCHOOL CHILDREN AND FAMILY CENTRE

October 2015

## SUPPLY NURSERY ASSISTANT

### JOB DESCRIPTION

Responsible to the Under 3's Manager and Headteacher

To work with the Under 3's team to maintain high quality fully integrated care and education

### KEY ROLES:

- To work as part of a team in the provision of high quality education and childcare to meet the needs of all children.
- To be adaptable in meeting the needs of children in the particular area of the nursery you are working within
- To be involved in the day to day running of the provision for 0-3 year olds possibly including breakfast, tea and holiday provision for children aged 3-5.
- To work as part of a team, working within the Early Years Foundation Stage Guidance.
- To support key worker staff in the collection of written observations on children to record progress
- Build and maintain an effective partnership with parents and carers if appropriate
- To work as part of the team to meet individual children's needs including those with special educational needs
- To work effectively in a team with other staff members
- To help maintain a high quality of presentation of materials, equipment and resources for the children.
- To work within the health and safety guidelines of the nursery
- To work within the aims and ethos of the nursery

**To be reviewed as circumstances change.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_