

Nursery Childcare Assistant – Grade 3

Information for Candidate



Netherton Moor Road
Netherton
Huddersfield
HD4 7JE

Tel: 01484 661832

With Compliments

Emma Barker
Headteacher

Netherton Infant & Nursery School



Netherton Moor Road, Netherton, Huddersfield, HD4 7JE

Tel: 01484 661832

Email: office@nethertonian.co.uk

Web: www.nethertonian.co.uk

Headteacher: Mrs. Emma Barker

November 2022

Dear Applicant,

Thank you for your interest in the post on offer at our school. We hope this information pack containing details of the position and the school is helpful.

To assist you in making a successful application, the points below are given for your guidance:

- Please complete all elements of the application form fully
- A supporting letter should address all criteria in the Personnel Specification.
- This letter should be no more than two sides of A4 using Arial font no less than size 11
- Completed forms should be handed in at the school or emailed to office@nethertonian.co.uk by 12.00pm on Friday 2nd December 2022
- A CV is not required.
- Please mention to your referees that references for shortlisted candidates will be requested at short notice.

Yours sincerely,

Emma Barker
Headteacher



Netherton Infant and Nursery School is an infant and nursery school set in beautiful surroundings on the edge of the Peak District National Park. We have approximately 189 children in classes ranging from Nursery to Y2.

Our school vision statement is clear:

"Our aim is to help the children to reach their full potential, to develop their social awareness and be happy individuals"

Our values are:

Achieve – Providing opportunities for our children to achieve their potential, academically, socially and emotionally.

Friendship – To engender lifelong friendships and positive relationships.

Respect – To encourage respect towards each other creating a safe, positive environment where children feel respected enough to appreciate themselves.

A love of learning.

Governors and staff believe that children work better and learn more effectively in an atmosphere of friendliness but within a framework of good order which engenders good behaviour. Emphasis is placed upon the establishment of good relationships between staff and children and between home and school.

In September 2019, Netherton Infants entered the newly formed Together Learning Trust. Being part of the Together Learning Trust will enable our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward.

At Netherton Infants, we aim for children to develop awareness of responsibilities towards themselves, others and their environment. The children are actively encouraged to make positive contributions to their own education, school and community in general. We are a happy, positive school and we look forward to a productive time and successful future. We believe strongly in the partnership between home and school and want families to be actively involved in supporting children's learning and the school.

Applications are invited for the post of:

Nursery Childcare Assistant

£4467

Term Time Only

Fixed term until 31.08.2023

We are looking for a friendly, flexible and caring person to join our Nursery, providing excellent care to our youngest children and supporting the Nursery team in delivering the Early Years Curriculum. The hours are 14 hours per week (12.00pm – 3.30 pm Monday to Thursday). Ideally, the successful candidate will be available to start on 4th January 2023.

This post would be ideal for someone wanting to further their Early Years experience.

We would like you to:

- be positive, with high expectations for children and their behaviour
- be proactive at promoting positive play for a calm and purposeful Nursery experience
- be professional and hard working
- have good verbal communication skills in order to liaise with children and other staff members
- have the ability to relate to children from diverse backgrounds

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

If you require further information about the role, please contact the school on telephone 01484 661832 or you can visit the school website at www.nethertonian.co.uk

Completed application forms must be returned directly to the Headteacher by 12.00pm on the closing date of Friday 2nd December 2022.

Interviews will be held on week commencing 5th December 2022.

Job Description

Nursery Childcare Assistant Grade 3

PURPOSE OF JOB

Working as part of a team to be responsible, through the Lead Nursery Childcare Officer for the supervision, care and early education of students/pupils on the school site throughout the afternoon nursery session.

To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.

KEY AREAS

1. Work with children.
2. Work as part of a team.
3. Duties Associated with the day to day running of the unit.
4. Miscellaneous.

DUTIES AND RESPONSIBILITIES

DUTIES AND RESPONSIBILITIES

The Childcare Assistant will be a member of a multi-disciplinary team, under the leadership of the Headteacher and Childcare Manager. In co-operation with the Headteacher and Childcare Manager, the post holder will:

- Work with children
- Assist in the planning of activities as appropriate to facilitate the holistic development of individuals and groups of children.
- As key person, be responsible for the holistic development of a group of young children. Liaise with parents and carers as appropriate, keep structured records of children within the key group and facilitate a broad and balanced curriculum by monitoring and evaluating children's progress and planning next steps for further development.
- Assist with duties in connection with transition to the next stage of education.
- Provide all aspects of basic care for children aged three to four years; including care for sick children.
- Be responsible for supervising young children during meal and snack times whilst ensuring that all food and drink is suitable for their individual needs. Practitioners must have an understanding of individual dietary needs and allergies.
- Understand and respond to the specific needs of very young children (3 to 4 years).
- Work as part of a team
- To attend meetings, as necessary, relevant to the performance of the post holder and the nursery provision.
- Undertake relevant training to enhance the performance of professional duties and personal development.
- To assist in the monitoring and evaluation of practices, policies and procedures as necessary.
- Liaise with team members as required to highlight particular needs of individual children, within the Key group.
- Duties associated with the day to day running of the Nursery
- Assist in the supervision of individuals or groups of children to ensure their well-being and safety.

- Assist in the promotion of a quality curriculum that upholds established nursery policies, regarding sensitivity to the needs and requirements of different ethnic, cultural and social backgrounds and to provide a curriculum which supports the community.
- Presentation of children's work and the compilation of displays.
- Maintenance of equipment and materials in the nursery.
- To be responsible for domestic duties including tidying, cleaning, washing-up and laundry within the nursery

General

As part of your wider duties and responsibilities you are required to promote and actively support the School's/TLT's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy. Alternatively go to:

<https://www.nethertonian.co.uk/statutory-information>

Carry out your duties with due regard to current and future School's/TLT's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through school communications.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that **it is an offence to apply for the role** if you are barred from engaging in regulated activity relevant to children.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Nursery Childcare Assistant

Person Specification

To be assessed through application, reference and interview

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Level 2 Qualification in Childcare or equivalent in (or closely relating to) the identified subject	✓	
Numeracy and Literacy skills to a level to assist pupils with their work	✓	
Experience		
Experience of supporting children/young people in a school or nursery environment		✓
Experience of assisting a nursery/childcare lead person in delivering the Early Years Curriculum		✓
Training in the relevant learning strategies e.g. literacy Computer literate		✓
Understanding of Child Development and Learning Understanding and commitment to Equal Opportunities and how this relates to the duties of the post	✓	
Skills and Abilities		
Excellent written and verbal communication skills, including appropriate ICT skills	✓	
Ability to work with children exhibiting behavioural difficulties	✓	
A secure knowledge of the importance of data as a means both to measure and to extend progress		✓
Excellent organisational and planning skills	✓	
Personal Attributes		
A commitment to inclusive education	✓	
Ability to build positive working relationships with students, colleagues and parents	✓	
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, punctual, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	

Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	