



## **Nursery Assistant**

### **Role Description**

<b>Responsible to:</b>	Nursery Manager
<b>Hours:</b>	30 hours per week, 38 weeks per year (term-time)
<b>Location:</b>	Bexley Snap's SEND Hub in the London Borough of Bexley

#### **Summary of role:**

Nursery Assistants play a key role in supporting children aged 2 to 4 years in their development through engaging play, structured activities, and personal care, while working collaboratively with other team members, parents, and specialists to create a safe, stimulating, and inclusive environment.

#### **Main duties and responsibilities**

##### **Support Children's Development:**

Engage with children in play-based and educational activities tailored to their individual needs and abilities.

Promote the physical, emotional, social, and intellectual development of each child.

Assist with implementing and monitoring individual care and learning plans (e.g., EHCPs or support plans).

##### **Team Collaboration:**

Work closely with the nursery team to plan, deliver, and review daily routines and activities.

Share experience and knowledge of children and young people's needs and support strategies with team members, take responsibility for the whereabouts of your allocated child/children in allocated area at all times, plus an awareness of the safety of the whole group

Share observations and insights to support team decision-making and record-keeping.

Communicate effectively with parents/carers and other professionals (e.g., therapists, SENCO).

##### **Care and Support Duties:**

Provide personal care such as feeding, toileting, changing, and mobility support respectfully and sensitively.

Always ensure children's health and safety, following safeguarding and risk assessment procedures.

Administer basic first aid or medication as required (with appropriate training).

**Inclusive Practice:**

Promote equality, dignity, and inclusion in every aspect of nursery life.

Adapt activities and communication methods to meet diverse needs, including non-verbal or sensory approaches.

**General Duties:**

Help maintain a clean, organised, and stimulating environment and assist the team with setting up/putting away.

Attend training and supervision sessions as required.

Follow all nursery policies and procedures, including health & safety, safeguarding, and confidentiality.

## **Person Specification**

**Essential:**

Experience working with young children, particularly those with disabilities or additional needs.

Level 2 or 3 Early Years qualification (or working towards it).

A caring, patient, and positive attitude.

Strong communication and teamwork skills.

To be reliable and a good timekeeper

Ability to remain calm under pressure and can acknowledge and ask for support when required.

Basic understanding of child development and safeguarding principles.

Understanding and commitment to an equal opportunities policy

Willingness to undertake further training (e.g., first aid, manual handling, Makaton).

**Desirable:**

Knowledge of specific conditions (e.g., Autism, Down Syndrome, Cerebral Palsy).

Experience using sensory equipment.

**Note:** This job description reflects the present requirements of the post. As the Nursery setting develops, duties and responsibilities may change. The job description will be reviewed and is subject to amendment in consultation with the post holder.