

Watcombe Children's Centre Nursery
Job Description

Post title: Mealtime Assistant
Salary: Meets minimum wage
Accountable to: Nursery Manager

To provide a high standard and quality of care for children in Watcombe Childrens Centre Nursery. The post holder will work as part of a team to deliver high quality care for children and put into practice the daily routine of the nursery.

1. Key Duties

- Work in partnership with the, Nursery Manager, and Key workers to provide high quality care for the children attending the nursery.
- Assist in the preparation, clearing and cleaning up.
- Promote Childrens confidence, self-esteem and independence and help children develop positive relationships with others.
- Ensure that all children are treated with equal respect and that each child's racial origin, culture, religious and linguistic background is promoted and given full consideration
- Support the development of a strategy for play that involves children with sen and minority groups.
- Foresee the needs of special educational needs children and give physical, emotional, intellectual support and guidance as appropriate.
- Attend staff meetings, training sessions and participate in self development activities, including supervision, appraisals etc
- Develop positive relationships with other staff working in the nursery/centre/school.
- Keep accurate records and reports in accordance with the policies/procedures and all other codes of practice..
- To care for the general well being of the children and to encourage personal hygiene.
- Be familiar with and put into practice the child protection, special needs and educational needs policies and all other codes of practice.
- Effectively communicate and engage with young children and their families
- Be aware of child development (Early Years Foundation Stage)
- Safeguard and promote the welfare of the children
- Support a child's transition
- Work with multi- agencies and integrate work with others
- Have an awareness of the OFSTED inspection process

2. Health and Safety Responsibilities

- to implement all relevant health and safety policies at all times so that the highest of safety, security, hygiene and cleanliness are operated at all times within the nursery

- Ensure that any faulty or potentially dangerous equipment is immediately removed or reported to the appropriate person including the nursery manager.

Other duties

To undertake additional duties as requested, commensurate with the level of the job.

Other information

- a) all staff must commit to equal opportunities and anti-discriminatory practice
- b) We operate a smoke-free policy and the post holder is prohibited from smoking within the buildings or grounds on the school and nursery site. Staff will not be released for a break that is specifically for smoking.
- c) The post holder is expected to familiarise themselves with and adhere to all relevant policies and procedures and to maintain a clear status for DBS.

Meal Time Assistant Person Specification

Areas of requirement	Essential	Desirable
<p>Skills and effectiveness</p>	<ul style="list-style-type: none"> • To work co-operatively with other members of the team • Effective communication and literacy skills • Awareness of equal opportunities issues • Ability to maintain confidentiality • Ability to promote good early years experiences and activities for young children 	<ul style="list-style-type: none"> • Good I.T skills
<p>Experience/job knowledge</p>	<ul style="list-style-type: none"> • A clear understanding of child protection issues • Understanding of the Early Years Foundation stage • Good knowledge of children's development • Knowledge of planning and providing high quality activities for children, including those with special needs in the early years • Working with and encouraging parents/carers to Participate in their children development and progress 	<ul style="list-style-type: none"> • A minimum of two years recent experience of working in a professional capacity in child care settings with children aged 0-5 years
<p>Qualifications/professional membership</p>		<ul style="list-style-type: none"> • NVQ level two or three in childcare or equivalent