



Job Title	Early Years Practitioner - Nursery Assistant
Location	Broughton Manor Preparatory School, Newport Road, Broughton, MK10 9AA
Hours of work	Full time, Monday to Friday, 43.75 hours per week 46 weeks per year (to include 6 weeks, plus public holidays paid holiday)
Starting Salary	£25,000-26,000 depending on experience
Purpose of Post	Reporting to the Nursery Managers and Head of EYFS, the Nursery Assistant will assist managers and colleagues in offering and maintaining excellent quality service in the provision of education and care for children from 2 months to 4 years of age, according to the standards of Broughton Manor Preparatory School and Nursery.
Responsible to	Nursery Managers /Head of EYFS
Responsible for	Promoting and maintaining high standards of safeguarding, education, wellbeing including hygiene and health and safety standards for all children, at all times.
Accountable to	Headmaster / Headmistress
Role Summary	<ul style="list-style-type: none">• To actively promote and support the safeguarding of children in the nursery, ensuring school policies and procedures are observed at all times.• To provide a safe, happy, bright and interesting environment for teaching and learning to progress all babies and children.• To be aware of the importance of confidentiality for parents, staff and children at all times and to keep all information private and confidential at all times.• To support the delivery of care throughout the day, including meal time, curricular and playtime and hygiene care for all pupils within your care.• To ensure the nursery and the equipment is clean and that cleaning routines are followed as necessary.• Deal with any minor illnesses or accidents, referring children to the room leader or nursery managers when necessary.• To develop your role within the team, communicating regularly and respectfully with room leaders and other staff to ensure a high level of collaboration.



Job Description

Main Duties	<ul style="list-style-type: none">● To maintain a safe and stimulating environment appropriate to the age of the children whilst adhering to safeguarding children policies and procedures● To plan and carry out play and educational activities according to the scheme of work for groups of children● To encourage each child to reach their individual potential● To be proactive in designing, producing and maintaining wall displays● To attend to children who are taken ill or who have had an accident● To prepare and clear away activities and equipment● To keep clear and precise observations and records if appropriate● To be vigilant in awareness of individual children's food restrictions and allergies● To ensure all children are accounted for at all times● To develop effective professional relationships with children, parents, colleagues and managers● To be sympathetic to the customs, values and beliefs of the child's family or carers● To change nappies and supervise children using cloakrooms, toilets, etc● To serve children's lunches and snacks and clear away● To feed babies made-up bottles and liquidised meals● To thoroughly clean nursery and play equipment regularly● To regularly check play equipment for damage or wear
Additional Duties	<ul style="list-style-type: none">● To keep up to date Paediatric First Aid training● Take a daily register of children present● To attend personal development training sessions, open days, staff meetings and parents meetings when arranged (these may be unpaid and in personal time)● To be aware of the high profile of the school and nursery and to uphold its standards at all times

These duties are neither exhaustive or exclusive and may change from time to time.

Broughton Manor Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and young people and this post will be subject to a satisfactory DBS Enhanced Disclosure Certificate and a signed Disqualification by Association Form.

Reviewed September 2023