

First Steps (Bath)

Bank Staff

Support Grade, Spinal Grade 12

Job Purpose

To support staff in caring for a group of children aged between six months and five years. To work within an anti-discriminatory and inclusive environment and support the team to enable all children to reach their full potential.

Job Description – main duties

- To work to support the development of the children within the birth to Three Framework or the Foundation Stage Guidance.
- To support staff to manage the children's behaviour and routines in line with the nursery's policies and guidelines.
- To work in respectful partnership with parents, carers and other professionals at all times.
- To work within the nursery's health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the nursery.
- To work within the nursery's child protection procedures, inclusion policy and confidentiality policy.
- To share tasks necessary as part of the general upkeep, tidiness and cleanliness of the nursery environment and resources, and which contribute to the general well-being of the team.
- To maintain a high level of professionalism, both inside and outside the nursery.
- To undertake any other tasks, as requested by the management team, that is necessary for the smooth running of the nursery and the welfare of the children in its care.

Reporting to: Senior Practitioner or Manager

Based at: Any site managed by First Steps (Bath)

Person specification

Experience:

- experience as a parent/carer (desirable)
- experience as a worker or volunteer who has worked locally with families, parents or carers (desirable)

Qualifications:

- Interest in working towards NVQ Level 2/3 care and education

Skills:

- Good communication skills
- Ability to relate well to people of all ages and abilities
- Ability to handle information securely and confidentially

Knowledge

- Awareness of Early Years Curriculum Guidance for the Early Years Foundation Stage (desirable)
- Awareness of the 'Every Child Matters' five outcomes for children

Personal Qualities

- Commitment to working in partnership with families, in line with anti-discriminatory and inclusive practice
- Able to respect and uphold First Steps values and to implement policies and procedures including confidentiality and child protection

General

- Enhanced CRB check required

Effective date: 1st October 2007

Last Updated: 19th March 2008 By: Karen Jarvis

Updated (Grade change) 1st April 2009

Updated from Nursery Assistant Job Role (Grade change) March 2016