



Flo's The Place in the Park

Nature Nursery Lunchtime Assistant - Level 2 or equivalent experience

JOB DESCRIPTION

Job title: Nursery Assistant

Responsible to: Manager / Deputy Manager

Purpose of the job: To assist in providing a safe, high quality education and care for nursery children with an emphasis on play and learning outdoors; to cover for staff during lunch times and meeting times

Part time: This post is for 15 hours per week, Monday-Friday 11am-2pm

Salary: This role is paid £8.72 per hour

To apply: please fill out the application forms in the applicant pack that can be found at www.floxoxford.org.uk as soon as possible.

Contract length: This is a temporary contract from September-December 2020.

For a visit or informal chat call : Tanja Fletcher - Nursery Manager, **Telephone:** 01865 587612
email: nursery@floxoxford.org.uk

Main duties:

- to take responsibility for promoting and safeguarding the welfare of children
- To assist with providing a stimulating environment and a high quality care for children
- To collect and serve hot meals from the on site cafe
- To cover for nursery staff when they are on their lunch breaks
- Liaise with the children's keyperson about their routines, interests and needs
- To have a basic understanding of children's developmental requirements
- To ensure the nursery is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times
- To foster children's growth, self esteem and independence
- To adhere to the nursery policies and procedures
- To complete records as necessary, e.g. daily attendance register, accident and incident book.

- To promote positive behaviour and support children's personal, social and emotional development
- To assist in the preparation and cleaning up of activities
- To advise the Manager or Deputy of any concerns, accidents/incidents
- To attend in-service training and meetings as required

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against

PERSON SPECIFICATION

Essential Criteria

- A love of nature and working outdoors with children!
- Enthusiasm
- Ability to take the initiative
- Basic understanding of child development and of children's needs
- Ability to implement a stimulating Early Years curriculum, indoors and outdoors
- Ability to communicate effectively with parents
- Ability to work in a team
- Commitment to equal opportunities and understanding of religious and cultural diversity
- Basic Knowledge of IT
- Good physical and mental health
- Honesty, reliability and a sense of humour

Desirable Criteria

- Level 2 qualification in childcare or equivalent substantial experience
- Food hygiene certificate