



United Synagogue Job Description

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| JOB TITLE: | Nursery Assistant (Unqualified) |
| LOCATION: | Chigwell and Hainault |
| WORKING HOURS: | Up to 15 hours a week |
| SALARY: | £9.50 per hour |
| REPORTS TO: | Nursery Manager and/or Deputy Manager |
| BENEFITS: | 20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension |

JOB PURPOSE:

The Nursery Assistant will take responsibility for children to provide highly qualified, safe, stimulating and flexible childcare. They will take individual responsibility to safeguard the children in their care and promote their wellbeing.

MAIN DUTIES AND RESPONSIBILITIES

1. To provide care for children, including small group of children.
2. To be responsible at all times with support from the Manager or Deputy for high standards of care and education of children between 2 and 4 years in accordance with statutory requirements.
3. To create a welcoming and family-friendly environment.
4. With your growing knowledge of EYFS, help with daily activities and provide suitable play and learning opportunities and interactions.
5. To ensure children under your care develop and learn in a safe and supportive environment.

6. With support from colleagues, be responsible for monitoring children's progress and sharing information about their development with their parents and/or carer.
7. To carry out all duties associated with looking after children around the daily routine, i.e., preparing snacks for snack time, changing nappies, cleansing of equipment etc.
8. Other: To carry out tasks requested by your Manager or Deputy and to provide cover in the absence of staff when required.

Note:

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

The post holder must carry out his/her duties with full regard to the setting's Equal Opportunities policy and Health and Safety Procedures.

The United Synagogue's values diversity and promotes equality. No terminology in this advert job description is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010.

We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application.

As well as complying with Ofsted requirements and relevant legislation, safeguarding of children in the United Synagogue's care is at the core of our organisation. All successful applicants will have an enhanced DBS check carried out. Failure to disclose any criminal convictions/cautions/reprimands will result in instant dismissal/applicant disqualification. This position is subject to an Enhanced DBS Certificate and reference. The United Synagogue is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake face to face and online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and the employee must go onto the DBS update service. Failure to disclose any criminal convictions/cautions/reprimands may result in instant dismissal/applicant disqualification.

Candidates must be eligible to live and work in the UK.

PERSON SPECIFICATION

The person appointed to this post should be able to demonstrate the following:

| Criteria | Essential | Forms of Assessment | Desirable | Forms of Assessment |
|-------------------------------------|---|---------------------|---|---------------------|
| Experience | <ul style="list-style-type: none"> Experience in supporting children | A/I | <ul style="list-style-type: none"> Experience of, and commitment to, outdoor learning. Experience using a range of technologies to teach and assess children, i.e., Interactive White Board, laptop. Experience of supporting children within a Nursery setting Experience of working and communicating with parents. Experience of undertaking the role of key worker | A/I |
| Education / Training Qualifications | <ul style="list-style-type: none"> Good GCSE grades or equivalent functional skills | A / Certs | <ul style="list-style-type: none"> Level 2 or 3 Other training relevant to working in Day Care Settings | A/I |
| Special Knowledge | <ul style="list-style-type: none"> Knowledge of EYFS and Development Matters 2021 Knowledge, understanding and practical experience of care for your children Knowledge, understanding and | A/I | <ul style="list-style-type: none"> Up to date awareness of current thinking about the needs and care of young children | A/I |

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| | <p>practical experience of safeguarding</p> <ul style="list-style-type: none"> ▪ Knowledge of relevant legislation and the ability to develop policies/procedures consistent with legislation, best practice and the inspection process | | | |
| Skills | <ul style="list-style-type: none"> ▪ Ability to communicate confidently with adults and children ▪ Able to work well within a team ▪ Good verbal and written communication skills ▪ Able to maintain confidentiality and know when to report issues of concern to a senior team member ▪ Generate creative ideas to inspire learning ▪ Good planning and organising ▪ Ability to comprehend and adhere to a strict set of policies and procedures ▪ Work in partnership with parents ▪ Effective time management ▪ Willingness to learn | A/I | <ul style="list-style-type: none"> ▪ General computer literacy ▪ Good organisational Skills ▪ Able to reflect and learn from personal actions and experience ▪ Evidence of ongoing personal development ▪ Calm in all circumstances ▪ Knowledge of Learning Books, and termly goals etc. | A/I |

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| | <ul style="list-style-type: none"> ▪ Able to follow direction | | | |
| Personal Qualities | <ul style="list-style-type: none"> ▪ Commitment to equal opportunities for all children and families ▪ Warm and caring personality – friendly and approachable for families ▪ Commitment to partnership with families ▪ Enthusiastic, innovative, and able to motivate others ▪ Flexible and practical approach ▪ Ability to remain calm under pressure | A/I and R | | |
| Special Requirements | <ul style="list-style-type: none"> ▪ Able to accommodate any flexible working hours that may be required | I | | |

A = Application Form

I = Interview Process

R = Reference

GENERIC DUTIES

- Committed to the aims of The United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors, or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post, and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures
- Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975
- Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately