Birmingham City Council

Job Description

Nursery Assistant

(JDPS subject to review under BCC Equal Pay Programme)

Job Details	
Grade	(Grade A, subject to evaluation under BCC Equal Pay Programme)
Job Evaluation Number	Subject to Evaluation
Directorate	Children and Families
Division	Schools

1.0 Portfolio Responsibilities

This role provides support for the daily operation of the nursery, providing a safe, nurturing and hygienic environment for nursery age children. It assists with personal care, promoting independence and play and encouraging social and emotional development. It involves supporting and supervising meals while ensuring cleanliness, organisation and safety across all nursery areas. It also focuses on fostering positive relationships with children, parents and colleagues to create an inclusive and supportive environment.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Nursery Assistance

- Supporting the nursery provision to ensure a safe, nurturing and hygienic environment for all children
- Encouraging children's independence, social and emotional development through positive interaction, play and role modelling
- Assisting with personal care routines, including toileting, changing nappies, dressing, handwashing and hygiene, while ensuring each child's dignity, comfort and safety
- Encouraging independence during personal care to promote children's confidence and self-care skills
- Monitoring children's needs, responding promptly to any issues and maintaining a calm, nurturing environment

- Supporting the implementation of strategies to manage children's behaviour
- Supporting with the serving and supervising of snacks and meals in line with nutritional guidelines and safe food handling practices
- Assisting with maintaining a clean and hygienic catering environment by helping to clear, wash and tidy equipment, surfaces and utensils in accordance with food safety standards
- Promoting healthy eating habits and creating a positive, inclusive mealtime experience for all children
- Maintaining cleanliness, organisation and safety across classrooms, dining areas and other nursery spaces as required
- Building trusting relationships with children, parents and staff, promoting open communication and a sense of belonging
- Promoting and safeguarding the welfare of children and young people in line with statutory responsibilities
- Supporting wraparound care and holiday provision as required

Special Conditions	
Is Safeguarding Check needed?	DBS Enhanced Children

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold Paediatric First Aid (to be obtained within 3 months of appointment)
Experience	AF/I	Have experience in looking after, working with or supporting the care of early year children
Skills	I	Be able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016)
Skills	AF/I	Have good written and verbal communication skills for engaging with staff, pupils and visitors
Other	I	Have a flexible and adaptable approach to

		supporting varied school operational needs, with the ability to work calmly under pressure
Competency	AF/I	Be well organised with the ability to complete assigned tasks efficiently
Competency	AF/I	Be able to both work independently and work well as part of a team
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including safeguarding and personal care
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

-Work in a way that prevents and protects service users from abuse;
-To be aware of the signs of abuse or neglect;
-Recognise the signs of abuse and neglect; and
-Record and report any concerns or incidents.

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