

## Support Worker

### Job details

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Job title: **Support Worker**

Reporting to: **Assistant Nursery Room Supervisor/Nursery Room Supervisor**

I agree that this document is a true account of my roles and responsibilities.

Signature:

Date:

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### Job description

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Purpose of the post: To assist with the delivery of an effective childcare programme within the nursery. To assist with post: ensuring that the room is organised to fulfil the requirements of their specific age group whilst adhering to the Policies & Procedures of Great Western Pre-School, ensuring compliance with the Children Act and Health and Safety legislation, all within the requirements, regulations and guidelines laid down by HMIE/Care Commission and the National Standards.

- Ensuring confidentiality is maintained in the nursery.

#### **COMPANY RESPONSIBILITIES:**

- Promote and support the aims of the Company.
- Develop and maintain effective working relationships with the persons to whom you report.
- Co-operate with colleagues to promote a cheerful, open and supportive environment.
- Carry out your duties in a careful and professional manner using initiative.
- Respect strict security guidelines with regard to child safety and protection.
- Follow procedures for the areas in which you are working.

Main duties and responsibilities:

- To ensure the health, safety and well being of all the children within your care responsibilities:
  - To assist with the organisation and implementation of programmes of activities to suit the children's stage of development whilst promoting positive behaviour.
  - The care and supervision of the children with regard to their physical, emotional and intellectual needs.
  - Keeping of development records and observations
  - Positive management of children's behaviour.
  - Preparation, care, cleanliness and maintenance of the playrooms and equipment.
  - Providing a good role model for Students and help new staff to fit into the nursery.
  - Keeping accident, incident and risk assessment records.
  - Build trusting relationships with all parents, taking appropriate and prompt action on any concerns raised.
  - To assist at mealtimes and that any special dietary requirements are met.
  - To assist with weekly advanced planning of activities.
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- To assist with ensuring displays and the room environment are appropriate to meet the needs of the children.
- To ensure Nursery standards are maintained at all times
- Care and supervision of the children with regard to their physical, emotional, social and intellectual needs.
- Ensuring that the preparation, care, cleanliness and maintenance of the nursery room and equipment are carried out according to the Policies & Procedures and risk assessments.
- Liaising with parents and ensuring effective communication within the nursery.
- Attendance at staff meetings at times appointed by the Deputy Nursery Manager and/or Nursery Manager.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
- Assisting with and participating in arranging regular parents' evenings, open days and children's outings.
- Ensuring that activities are inclusive and meet the needs of every child.
- To ensure safeguarding procedures are followed with regard to child protection issues within the nursery, ensuring appropriate action is taken in the referral to line manager.
- To undertake the duties of the post with full regard to the Great Western Pre-School Equal Opportunities and Health and Safety Policies.
- To participate in one to one supervisions and appraisal with line Managers and to promote and sustain own personal and professional development.
- To promote and protect the professional reputation of Great Western at all times.
- Any other duties appropriate to the post as directed by direct line managers.

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General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to the Great Western Pre-School policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Great Western Pre-School policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with in the nursery.

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Planning & Management:

- To take an active part in any projects, initiatives and research in order to develop and review the service.
  - To periodically be involved in the review and development of the operational systems, forward planning and curriculum development.
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Working towards industry specific qualifications or willing to do so.	✓	
2. Commitment to continuing professional development.	✓	
<b>Experience</b>		
3. Experience within an early years setting or with young children		✓
4. Experience of working as part of a team.		✓
5. Experience of managing staff.		✓
<b>Knowledge</b>		
6. An understanding of children's development.	✓	
7. A basic knowledge of current legislation relating to the Children Act, SEN code of practice, H&S and Child Protection.		✓
8. Knowledge of working positively with parents and the local community.		✓
<b>Skills</b>		
9. Ability to follow instructions or work on own initiative as necessary.	✓	
10. Ability to implement high health and safety standards.		✓
11. Ability to communicate effectively in a clear efficient manner both written and oral.	✓	
12. Ability to establish positive relationships with children.		✓
13. Willing to work flexibly to meet the needs of the nursery.	✓	