



JOB DESCRIPTION

Post Title:	Early Years Assistant
Salary Grade:	£11.44 per hour
Hours:	20 hours per week * TERM TIME ONLY*
Location:	BGN Nursery
Reports To:	Early Years and Childcare manager
Purpose of post:	i) To assist in the delivery of high quality nursery and out of school provision in the new BGN Community and Early Years Centre. ii) To help to set up and tidy away after sessions iii) To assist with the development of other planned services in and from the Centre.

RESPONSIBILITIES

1. To be able to communicate effectively with children and parents attending the nursery.
2. To be responsible for a small group of key children. Evaluating and assessing the children's needs, to ensure they are reaching their fullest potential.
3. To be passionate about teaching in the EYFS, and be able to come up with creative ideas, that are challenge children within the setting.
4. To be able to adapt practice and promote an inclusive approach for all children attending the setting including those with additional needs.



5. To be responsible for setting up, preparing resources and tidying away after the day and re-setting for the next day's provision.
6. To work 1-1 with children with Special Needs and Disabilities where needed.
7. To be able to follow protocols of safeguarding, ensuring that all children are safe when in the care of the setting.
8. To be responsible for record keeping and tracking of children's development within the setting.
9. To work and adhere to BGNs policies and procedures.
10. To prepare and handle snack safely in the setting, and promote healthy eating.
11. To be able to communicate effectively within the team, and other professionals/agencies.

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing organisational needs and circumstances in conjunction with the post holder.



Person Specification

Attributes	Essential Criteria	Desirable Criteria
<p>Education and Qualifications</p>	<p>GCSE A-C or equivalent in Maths, English, ,</p> <p>A minimum of level 2 qualification in Early Years and Childcare.</p> <p>This post requires satisfactory clearance of DBS disclosure.</p>	<p>Early Years Professional Status Evidence of relevant post qualifying training and development</p> <ul style="list-style-type: none"> - Early Years Professional Status or QTS - Evidence of relevant post qualifying training and development and Continuous Professional Development - Paediatric First aid training - Food Hygiene and safe food handling - CAF training
<p>Experience and Knowledge</p>	<p>A minimum with two years' experience of working in early years and child care or other relevant position.</p> <p>A good knowledge and understanding of the current Early Years Foundation Stage Curriculum</p> <p>A good understanding of child protection issues and confidentiality</p> <p>The ability to work with young children and their families in a sensitive and positive way</p>	<p>Experience of working in an OFSTED regulated environment</p>



Attributes	Essential Criteria	Desirable Criteria
	<p>A thorough knowledge of how children learn and develop and a commitment to keeping up to date with developments in early years, childcare and education</p> <p>An ability to demonstrate:</p> <ul style="list-style-type: none"> • Initiative and enthusiasm • Reliability • Strong Interpersonal Skills • Effective Planning and Organising skills • Effective Time Management • Flexibility • Teamwork • Confidentiality • Judgement and decision making ability 	
<p>Abilities and Skills</p>	<p>Effective and accurate written and spoken communication skills</p> <p>A high level of confidentiality and diplomacy.</p> <p>Excellent interpersonal skills</p>	<p>A Full clean driving licence</p>

Email lauren@growingtogether.org.uk for an application pack