



Fortiter, Fideiiter, Felicititer
St Anne's Preparatory School

St Anne's Preparatory School Job Description – Kindergarten 1 Nursery Assistant

1. Assisting teachers and TA's in the broad and varied activities and lessons in Nursery.
2. Have a calm and nurturing approach towards children's care and development.
3. Dealing with accidents/general first aid – bumps and grazes etc.
4. Support teacher with activities such as sound and number sheets etc.
5. Supporting children with initial reading activities etc.
6. Assisting with circle time as directed and leading this if required by teacher.
7. Personal care – working as a team to help and deal with any child's personal accidents. Follow the correct policy and procedure in this regard.
8. Help with the assessment observations of children.
9. Setting out and clearing away activities as and when required.
10. Supervising outdoor play.
11. Working with/alongside parents and respecting confidentiality.
12. Lunch and break duties.
13. Responsibility for locking and unlocking side gate.
14. Locking up Nursery outside and school etc at the end of the afternoon.
15. Registering children as they arrive and leave.

After School Care – 1 evening a fortnight:

1. Supervising outdoor play.
2. Preparing snack if required – giving out and supervising snack.
3. Providing toys/activities/resources.

Qualifications & Skills

- A friendly, approachable and hardworking personality with good communication skills, for liaison with management, parents and childminders/nannies.
- Minimum Lvl 2 cache in support teaching and learning.
- Enhanced DBS check required
- Experience of role and working with children is ideal.

Job Type: Termly contracted-Full time

Salary: competitive hourly rate/subject to experience

Job Location: Chelmsford