University of Edinburgh

Job Description 007G

1. Job Details
Job title: Nursery Assistant
School/Support Department: Corporate Services
Unit (if applicable): University Day Nursery
Line manager: Day Nursery Manager

2. Job Purpose
To work as part of a team providing a service appropriate to the needs of early years children and their families

3. Main Responsibilities
(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

1. To undertake all tasks in full compliance of Child Protection Guidelines 20
2. To ensure the Health and Safety of all children in compliance with Nursery Policy 20
3. To assist the Nursery Nurse in providing an appropriate learning environment by contributing to the planning, implementation and evaluation of activities within the nursery and the wider community 20
4. To act as a key worker for a small group or individual children responding to their physical needs for example: feeding, washing, toileting, changing clothing, dental hygiene, lifting, handling and manoeuvring. 20
5. To ensure all areas that are used by children are kept tidy and clean as per cleaning rotas 10
6. Participate in the completion of hazard checklists on opening and closing down procedures 5
7. Undertakes the above duties and any other additional duties as requested by management 5

4. Planning and Organising
Must be able to follow instruction and follow work routines and show initiative when required
To participate in Professional Review and Development processes
To participate in training to support professional and personal development and the delivery of the Early Years Development Plan

5. Problem Solving
To be able to prioritise tasks as required to the needs of the children and show flexibility to adapt to an ever changing situation
6. Decision Making
Collaborate with Nursery Nurse for the structure of the children’s day
Adjust planning to the individual needs of each child and respond appropriately

7. Key Contacts/Relationships
Must have the necessary interpersonal skills to be able to work harmoniously within a team
and be helpful when dealing with children/parents and other staff

Key daily contacts will involve dealing with Manager/Deputy, Senior Staff, Nursery Nurses,
Cook, Secretary, children and parents

8. Knowledge, Skills and Experience Needed for the Job
Must hold SVQII qualification and have experience in working with children

9. Dimensions
To work as a member of a team contributing to the delivery of a high quality, flexible,
integrated early education and childcare service which cares for and develops the child by
ensuring all needs are met within a safe and inclusive setting

Manager
| Deputy Manager
| Senior Secretary
| Senior Nursery Nurses
| Baby Room Supervisor
| Nursery Nurses
| Nursery Assistants

10. Job Context and any other relevant information
Must have an Enhanced Disclosure