



# PEARTREE BARN NURSERY

<b>ROLE PROFILE:</b>	<b>NURSERY ROOM ASSISTANT</b>
<b>Reporting to:</b>	<b>ROOM LEADER / DEPUTY MANAGER</b>
<b>Working with:</b>	<b>DEPUTY MANAGER/NURSERY STAFF/DOMESTIC STAFF/VOLUNTEERS/STUDENTS.</b>
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>- Working with other members of the team to ensure the smooth running of your room and to safeguard the welfare of the children at all times.</li> </ul>
<b>Detailed Responsibilities of this Role:</b>	
<p>In fulfilling this role, the job holder undertakes the following activities:</p> <p><b>KEY RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• To Implement: <ul style="list-style-type: none"> <li>- The Nursery Curriculum - planning activities per day, per week</li> <li>- Checklists (procedures) - complying with and completing daily, weekly and monthly checklists (cleaning, risk assessments, health and safety)</li> <li>- Appropriate Policies - Safeguarding/Child Protection, Behavior, Confidentiality, Health and Safety, Bullying and Harassment etc.</li> </ul> </li> <li>• To Carry Out: <ul style="list-style-type: none"> <li>- Evaluations of activities per day, per week</li> <li>- Observations of children daily, weekly, monthly to feed into Room Leader's monthly plan</li> <li>- Hand-overs that are informative, meaningful and focuses on relaying the child's development and progress to parents / carers</li> </ul> </li> <li>• Meet each child's individual physical, emotional, developmental needs whilst following room routine with monthly review at Room Meeting.</li> <li>• Monitoring equipment and physical environment ensuring all is fit for purpose.</li> <li>• High levels of cleanliness of room and whole Nursery.</li> <li>• Working collaboratively for the best of the whole Nursery and staff team.</li> </ul> <p><b>OPERATIONAL RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- Ensure that the room to which you are allocated operates not only to Early Years 'Minimum Standards', choosing rather to exceed the requirements of Social Services striving towards attainment of 'All Ireland Centre of Excellence' status;</li> <li>- Uphold and ensure a high standard of care for the children in your care within the nursery;</li> <li>- Ensure that the company environmental Policy for waste management is adhered to by segregating at source ( ie with the room) the various recyclable/ food/ non-recyclable items before discharging to the main waste bins outside.</li> <li>- Participating in the routine cleaning and organisation of storage of play equipment ( inside and outside) and resources at the end of each day. Returning all items to their appropriate store.</li> </ul>	



## PEARTREE BARN NURSERY

### **PERSONAL ACCOUNTABILITY:**

- Communicate effectively with all members of staff and be professional & compliant with company policies at all times;
- Ensure your working hours are submitted weekly to the Deputy Manager in the prescribed format to allow your PAYEE to be calculated in a timely manner.
- Attendance at Staff Meetings, 'one 2 to one' meetings as directed by the Deputy Manager and Manager. Any scheduled absenteeism to be notified to the Deputy Manager 24 hours before the event.

### **PERSONNEL:**

- To attend the company induction procedure and to read and having understood the policies sign all relevant sections.
- To attend the probationary review meeting within the stated time scale;
- To attend an annual appraisal with the Manager and implement the agreed 'Individual Development Plan';
- Submit for approval, your annual leave to the Deputy Manager prior to booking or paying for any holidays;
- Maintain good professional relationships with colleagues and external agencies;

### **FINANCE and ADMINISTRATION:**

- Submit all relevant Personal Data to the Manager enable your Pension contributions to be calculated (if applicable) to the company Pension scheme 'Nest';

### **PUBLIC RELATIONS:**

- To ensure that any interaction with parents or members of the public whilst working in Peartree are courteous. Whilst wearing the company uniform that your behaviour is consistent with the company mission statement.

### **TRAINING & DEVELOPMENT:**

- To be participate in any company workshops or 'Continuous Professional Development' courses as facilitated by the Deputy Manager/Manager/Proprietor.
- Ensure that, if you are an unqualified staff member, that you will enrol in a childcare course within 12 months of employment understanding that it is mandatory, as prescribed by Early Years, if you wish to remain eligible for employment at Peartree Barn Nursery longer than 12 months.

### **HEALTH & SAFETY:**

- Ensure that you carry out basic daily Health & Safety checks and to notify your Room Leader or Deputy Manager of any concerns or breaches;
- Have clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork;
- Operate and maintain high standards of cleanliness and hygiene within the nursery;
- Carry out appropriate indoor and outdoor equipment checks, checking the garden before use.



## PEARTREE BARN NURSERY

### NURSERY ROOM ASSISTANT

#### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS:</b>	CV should reflect a reasonable level of education with basic Literacy and Numeracy qualifications.	Level 2 / 3 in childcare or equivalent.
<b>KNOWLEDGE &amp; EXPERIENCE:</b>	Ideally min of 1 years recent working knowledge and practical experience in a Day Nursery.	
<b>ATTAINMENTS/ COMPETENCIES:</b>	Willingness to participant with Outdoor activities .  Have good health and adequate mobility to be able to carry out the tasks required of them to ensure the care of vulnerable persons.	Starting, attending or completion of pediatric first aid Certificate.  Starting, attending or completion of Child protection Training.  A valid UK driving license
<b>SPECIAL APTITUDES:</b>	Warm and caring personality, friendly and approachable to families.  Passionate about Early years education and childcare.  ideally an aptitude for written communication with ability to complete basic reports.  Enthusiastic, innovative, energetic, practical, and willingness to 'get hands dirty'.  Ability to accommodate flexible working hours that may be required.	Musical Ability  Artistic Ability  Craft Ability  Writing up plans using child observations.
<b>LOCATION:</b>	<b>PEARTREE BARN NURSERY, 48 Ballymullan Road, Lisburn, BT27 5PJ</b>	
<b>HOURS of WORK:</b>	<b>Hours of Work – Min 30 HRS PER WEEK. The shift pattern will change for various days to reflect occupancy rates but would include Monday, Tuesday, Wednesday, Thursday, Friday. The working hours to be agreed but would include shift pattern hours between 7.30am to 6.00pm.</b> <i>Please note that commencement hours necessitate all personal effects are to be dealt with in the staff room to ensure availability to commence with the care of the children within your room at 7.30am.</i>	
<b>ANNUAL LEAVE:</b>	<b>28 days per annum which is inclusive of customary holidays [Pro-rata for part time employees]</b>	



## **PEARTREE BARN NURSERY**

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the nursery. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of Peartree Barn Nursery. Peartree Barn is a non smoking facility. Therefore all applicants must be able to refrain from smoking throughout working hours for the welfare of the children.