

The Teepee Day Nursery Assistant (Reserve) Job Description

Purpose of the role

To follow the best practice within your room, making sure it is maintained and safe for the children and the team. To ensure each individual child within your room is cherished, happy and stimulated with appropriate activities. To provide incredible service to each family, so that they get what they want, creating a trusting and friendly relationship with all parents helping The Teepee to be the local childcarer of choice.

Key tasks

Smooth Running of the Room, Individualised, Best Practice Childcare

1. To know the nursery policies and procedures and work within them at all times, knowing the roles and responsibilities within each.
2. To understand the nursery's vision and business plan and understand how their role and actions make a difference.
3. To ensure children are protected and a safe, clean and tidy environment maintained, as per the policies, and deal with any issues appropriately.
4. Meet the holistic needs of the keyworker children throughout the day.
5. To care for equipment, including cleaning, maintaining it's usefulness to the maximum.
6. To help with the preparation and the feeding of children and work with parents on specific children's needs.
7. To help with appropriate toileting, nappy changing and general hygiene throughout the day.
8. To replenish any supplies within the room, using these resources and utilities sensibly and economically.
9. To answer the telephone and deal with any queries.
10. To think of improvements and feed them through to the Room Leader and management team, so The Teepee can be as adventurous as possible.

Planning & Observations

11. To carry out adult led activities, which fit into the short and medium term planning and evaluate these. These are to be child focused, balanced, individualised and stimulating, ensuring age and parent specific care and we are following latest thinking and best practice.
12. To carry out observations on children, write these up and feed them into the short and medium term planning.
13. To work with the Room Leader with planning activities for the children on a short and medium term basis.
14. To organise and be involved in outings, arranging visitors, art work for displays and special occasions.

Parents:

15. To communicate with parents in the morning and afternoon on their child's day and on day to day issues, creating and maintaining a friendly relationship.
16. To give regular feedback to parents on their child's development and feedback any issues or concerns and liaise with the Room Leader for support.
17. To try to resolve any issues with parents directly to a satisfactory conclusion for both parties, liaising with the Room Leader support.
18. To support the Room Leader with managing the parent and child's journey through the nursery. Work with the Room Leader so that all the processes are in place for the child and parent to have a smooth transition.
19. With support from the Room Leader familiarise parents with changes to the nursery policies and procedures.