



Pembury House Nursery School & Children's Centre  
Woodlands Park Nursery School & Children's Centre  
Rowland Hill Nursery School & Children's Centre

## Job Description for CENTRE ASSISTANT

Hours: TBA (Term Time Only or all year round)

Scale: 1B

Reporting to: Room Co-ordinators

### MAIN PURPOSE OF THE JOB

To ensure the safety, welfare and physical and mental wellbeing of the children and all users of the Centre.

- You will be required to undertake a range of duties:
  - Assist in the general care of children
  - Prepare and set up inside and out
  - Cleaning
  - Domestic work
  - Supporting the work of the Nursery Officer staff
  - Other associated duties
- You will need to be strong enough to:
  - Move furniture in and out of storage areas
  - Clean floors and all other surfaces thoroughly.

### DUTIES & RESPONSIBILITIES

CHILDREN : all duties will be under the direction of the Nursery Officer and Teaching Staff.

1. Support the Nursery staff in the general care and education of young children attending to their personal needs, including social, health, physical, hygiene, first aid and welfare matters.
2. Help in setting out, tidying up and cleaning up activities for the children.
3. Change and rinse out soiled and dirty clothes.
4. Ensure the health & safety of the children at all times, keeping hazards out of reach and ensuring that doors and gates are closed or locked where necessary.
5. Be aware of policies in relation to the care of children.
6. Accompanying children from school to school
7. Make and maintain displays, labels and resources

MEALTIMES: All duties will be under the direction of the Nursery Officer and Teaching staff.

1. To set up and tidy away the mealtime furniture.
2. To serve meals to children and to prepare and serve light snacks, ensuring that high standards of food hygiene are followed.

3. To help children a mealtimes.
4. To clean up spillages when food and drinks are dropped or spilt.

**CLEANING:**

1. To vacuum carpets, wash and clean floors, paint-work, work surfaces and toys. Generally ensure that the rooms are kept safe, clean and tidy.
2. To clean sinks, toilets, hand basins and potties.
3. To report any hazards or defects to the room co-ordinator and Head of Centre.

**Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line mangers which seeks to acknowledge success, resolve problems and identify training/development needs.

**Person Specification**

Please show you have experience and ability to do all of the following. Your experience could be at work or at home.

<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Any experience working with or caring for children of relevant age</li> <li>○ Ability to care for young children, comfort them, and relate positively with them.</li> <li>○ Ability to communicate with parents/cares, staff and children.</li> <li>○ Ability to clean to a high standard.</li> <li>○ Physically strong enough to move tables and chairs and undertake the necessary cleaning duties</li> <li>○ Ability to prepare and serve food safely, helping the children to enjoy mealtimes.</li> <li>○ Understanding of how to keep children safe in a busy nursery.</li> <li>○ Committed to equal opportunities for all</li> </ul>
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<b>Staff member name</b>	<b>date</b>