



# Shiplake Church of England Primary School and Shiplake Village Nursery



Memorial Avenue, Shiplake, Henley on Thames RG9  
4DN

Telephone : 0118 940 2024

Email : [office.3810@shiplake.oxon.sch.uk](mailto:office.3810@shiplake.oxon.sch.uk)

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**Headteacher**

Mrs K Page-Howie

**Assistant Headteacher**

Miss H Boucher

**Chair of Governors**

Mrs S Blomfield

**Acting Nursery Manager**

Mrs H Ackroyd

## **Job description : Nursery Assistant – Shiplake Village Nursery**

<b>Job Title:</b>	Nursery Assistant
<b>Responsible to:</b>	Nursery Manager
<b>Ultimate responsibility:</b>	Headteacher and Governing Body
<b>Responsible for:</b>	None
<b>Purpose of the job:</b>	To work as part of the pre-school team under the direction of the Manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

### **Main Duties**

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
4. As a key person, to keep learning journeys up-to-date, including using the online Tapestry system.
5. Work in partnership with parents/carers and other family members.
6. To advise the Nursery Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
7. To teach children, offering an appropriate level of support and stimulating play experiences.
8. To ensure that children are kept safe and that you understand when to follow child protection procedures.
9. To support meal times within the setting.
10. To actively participate at team meetings, supervisor meetings and appraisal meetings.
11. To attend training courses as required and to take responsibility for your development.
12. To keep completely confidential any information regarding the children, their families or other staff, that is acquired as part of the job.



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13. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
14. To ensure that adequate records are kept and updated regularly.
15. To promote the nursery to current parents and potential customers.
16. To undertake any other reasonable duties as directed by the Nursery Manager and/or the Headteacher, in accordance with the setting's business plan/objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.**

### **Person Specification**

#### ***Essential criteria***

1. Willingness to learn.
2. Previous experience of working with young children.
3. Sound knowledge of child development for children from birth to five years.
4. Knowledge of the Early Years Foundation Stage (EYFS).
5. Knowledge of child protection procedures.
6. Good communication skills.
7. An understanding of play based approaches to children's learning and development.
8. Commitment to equal opportunities.
9. Commitment to working effectively with young children and families.
10. Friendly, flexible and professional approach at work which facilitates the development of effective relationships.

#### **Desirable Criteria**

1. Willingness to undertake training.
2. Current First Aid at Work qualification.

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#### **Terms and conditions**

**Hours:** to be confirmed (term time only)

**Salary:** dependant on experience.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**



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