

POST:	ASSISTANT EARLY YEARS EDUCATOR
LOCATION:	BIRDHURST DAY NURSERY

1. MAIN PURPOSE AND SCOPE OF THE POST

- 1.1. To support the nursery staff by providing stimulation for the children, assisting in the care of toys and equipment and the preparation of food and drink.
- 1.2. To help maintain the safety, security and physical and emotional welfare of the children in the Nursery.
- 1.3. To work positively within the team structure and be included in staff duty rotas.
- 1.4. To assist with Nursery planning and implementation and with observation and record keeping of the children.
- 1.5. To be responsible to the Manager and Supervisors.
- 1.6. To respect confidentiality within the Nursery.
- 1.7. To take on other duties as required, e.g. emergency childcare elsewhere on the site.
- 1.8. To provide non discriminatory service, sensitive to the needs of Croydon's multicultural community.
- 1.9. To work within statutory requirements and Christian Family Concern's policies and procedures:
 - Equal Opportunities
 - Health and safety legislation
 - Complaints procedureAnd to work in ways that are consistent with all current 'position statements'.

2. SPECIFIC REQUIREMENTS

- 2.1. To be able to work successfully in partnership with parents for the benefit of their children.
- 2.2. To create a child focussed caring environment where each child's needs, e.g. learning, diet, medication; health, etc. are identified and addressed.

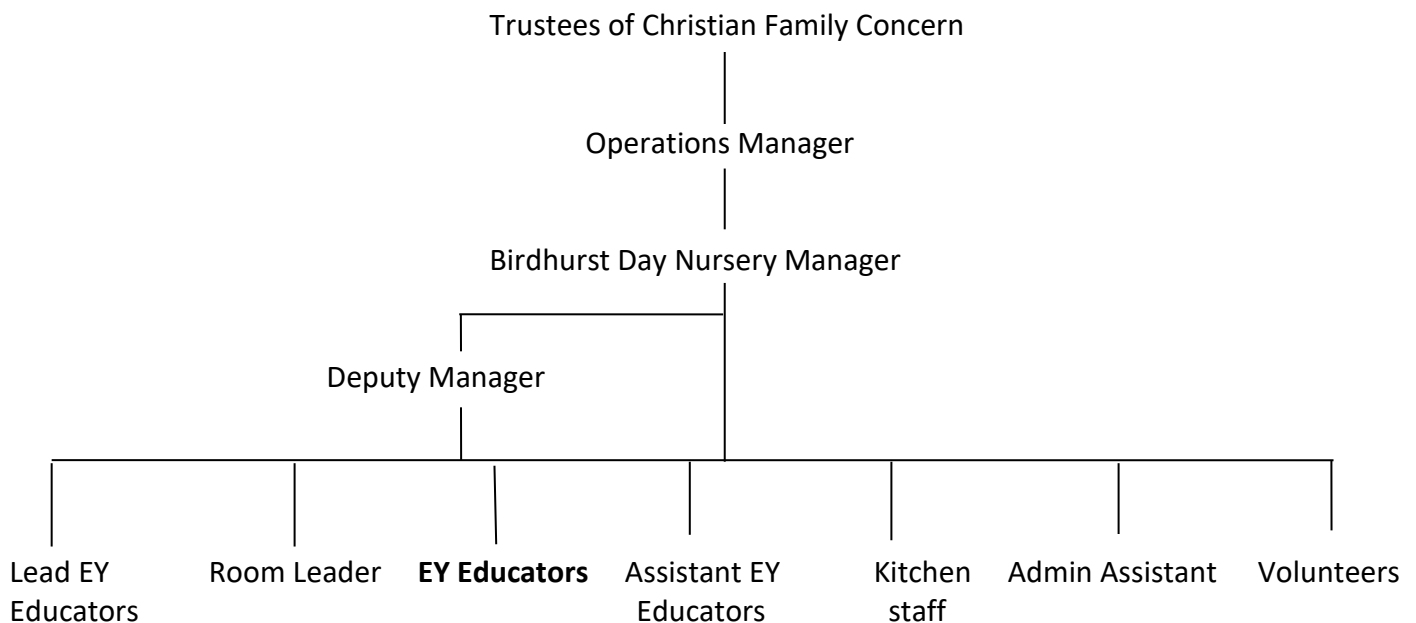
- 2.3. To demonstrate good teamwork and communication within the Nursery
- 2.4. To supervise the children at mealtimes.
- 2.5. To have knowledge of safeguarding and report any concerns to the Nursery Manager.

3. SERVICE CONDITIONS

- 3.1. **40 hours per week** worked on a shift pattern between the hours of 7.30am and 6.30pm Monday – Friday.
- 3.2. **Salary from £8.28 per hour** dependent on qualifications and experience. Staff salaries are reviewed in relation to performance and increases considered accordingly.
- 3.3. Some of the contracted hours may be outside normal office hours, e.g. for staff meetings.
- 3.4. Staff are expected to maintain CFC premises as no smoking, alcohol and drug free areas. The expectation is that the ethics, belief system and the personal behaviour of staff must be seen to be compatible with the Christian nature of the organisation

4. REPORTING LINE

4.1. Reporting to the Nursery Manager the position in the organisation is shown below:-



LOCATION

Birdhurst Nursery is well served by public transport with buses 433 and 64 passing the door and only 5 minutes’ walk from South Croydon Station and 10 minutes from Lloyd Park Tram Stop.