



United Synagogue Job Description

JOB TITLE:	Nursery Assistant - Level 3
DEPARTMENT:	Yavneh Nursery
LOCATION:	Woodside Park Synagogue
SALARY:	Dependent upon Experience
BENEFITS:	20 days holiday (pro rata), plus Statutory Bank Holidays Childcare Vouchers Workplace Pension
HOURS:	A minimum of 24 per week 08.30 - 13.30 Monday to Thursday 08.30 - 12.30 Friday With an opportunity to work afternoons if required.
REPORTS:	Nursery Head who reports to the Governing Body

MAIN PURPOSE OF JOB

To work as part of the Nursery team under the direction of the Head to provide safe, loving, high quality care for children aged between 2-5 years. Ability to teach Limode Kodesh would be an advantage

NATURE & SCOPE

The Nursery teaching assistant will support the Head in the planning and implementation of the curriculum and prepare the necessary resources, materials and equipment required. The role will require the job holder to work with and have collective responsibility for small groups of children as directed by the Head. Furthermore, the job holder will build the credibility of the Nursery in order to empower management and staff to fulfil their roles effectively.

DIMENSIONS & LIMITS OF AUTHORITY

- To ensure that children are given the appropriate level of support stimulation to ensure that all areas of the EYFS are covered
- To help create a warm and informative Jewish environment that supports the Nursery's ethos
- To keep information obtained regarding the children, their families or other staff which is learned as part of the job strictly confidential
- To advise the Head of any concerns relating to a child, parents or the safety of equipment, whilst preserving confidentiality at all times
- To attend training courses, where deemed appropriate by the Head including those outside of Nursery hours
- To attend all relevant INSET sessions, staff meetings and open evenings. Some of these may be outside of Nursery hours

DUTIES & RESPONSIBILITIES

Understands and delivers a programme that leads to organisational success.

- To help prepare and fully set out the Nursery space before the children arrive and tidy it up after they leave
- To take responsibility for the general welfare of children e.g. changing nappies, mealtimes and the supervision of indoor and outdoor play
- To deal with children in a caring and loving way by taking a sympathetic and reassuring approach at all times
- To comply with all aspects of the Nursery's health and safety policy and inform the Head of any matters that may have arisen during the working day
- To foster and maintain appropriate working relationships with colleagues peers and parents in all aspects
- To contribute towards an attractive and stimulating educational environment for the development of children in line with the EYFS
- To support the first aider and look after sick children in consultation with the Head
- To attend educational visits at the request of the Head
- To help the children improve their people social skills and provide the appropriate credible professional advice as and when required
- To assist with the evaluation of the programme in as part of an evaluation team to ensure the effectiveness of the Nursery
- To assist with regular observations and assessment of the children and to meet with parents together with other team members to discuss the progress of the children
- Ensure records are kept up to date on both computerised and paper filing systems

Quality and operational standards

- Ensures that work that is produced is of a high standard and meets the Nursery's key performance indicators
- Report on key performance indicators to the Nursery Head as required.

Builds the credibility of the Nursery to empower staff and Heads to fulfil their roles effectively

- Share with others and communicate success stories
- Personally demonstrate the organisation's values building trust with Heads and staff within the Nursery and proactively contributing to the organisation's success
- Be proactive in identifying opportunities for own professional development

GENERIC

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures
- **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
- **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately**

PERSON SPECIFICATION

Criteria	Essential	Desirable
NVQ level 2 or equivalent experience	<input type="checkbox"/>	
Experience working with children aged 2 to 5 years	<input type="checkbox"/>	
Experience of learning and development		<input type="checkbox"/>
Managing professional relationships with Heads and employees at all levels	<input type="checkbox"/>	
Excellent communication and interpersonal skills	<input type="checkbox"/>	
Excellent team player. Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.	<input type="checkbox"/>	
To be available for appropriate training as required	<input type="checkbox"/>	
Knowledge of the Jewish community and practices and ability to lead Limode Kodesh	<input type="checkbox"/>	
Empathy with The United Synagogue's mission and purpose	<input type="checkbox"/>	