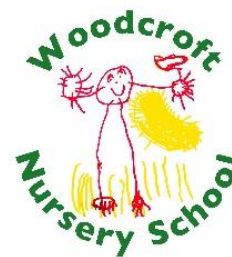


# Woodcroft Nursery School

Dorset Avenue Great Baddow Chelmsford Essex CM2 9UB

Headteacher: Mrs Ferliene Willis, BA (Hons), MA, NPQH

Telephone: Chelmsford (01245) 473222



## JOB DESCRIPTION

- |                 |   |  |
|-----------------|---|--|
| Job Title       | - | <b>Mid Day Assistant</b>   |
| Responsible for | - | Planning and Organisation of Lunch Time sessions including outside activities                                  |
|                 | - | Setting up and clearing away room and garden   |
|                 | - | Care and supervision of all children in the lunch group including some children with special educational needs |
|                 | - | Responsibility for promoting and safeguarding the welfare of children, staff, students and visitors            |
|                 | - | Liaison with Headteacher, Office Staff and other members of the nursery  |
|                 | - | Liaison with parents   |
|                 | - | Maintaining Health and Safety Procedures within the school   |
|                 | - | Lifting and moving (light) equipment in the nursery and garden   |

The above duties may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher following discussion with the postholder.

Woodcroft Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment

## Person Specification

### **ESSENTIAL**

Good Health

Enjoyment of working with young children

Patience

Sense of humour

Reliability

Commitment

Ability to work as a member of a team

Flexibility

Ability to be tactful

Experience and knowledge of working with young children

Confidentiality

### **Desirable**

First Aid Qualification

Early Years Training

We can offer you:

- A friendly, supportive and happy work environment
- Innovative and involved staff and children
- An inclusive, caring ethos, that focuses on the child at the heart of the learning
- Wonderful learning spaces both inside and out
- Supportive and engaging families
- A supportive and engaging governing body
- A continued drive towards excellence
- Continued professional development in a community of skilled practitioners

At Woodcroft we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. This post is subject to an enhanced DBS check and satisfactory references. We are an equal opportunities employer.

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Email: [admin@woodcroft-nur.essex.sch.uk](mailto:admin@woodcroft-nur.essex.sch.uk)  
Website: [www.woodcroft-nur.essex.sch.uk](http://www.woodcroft-nur.essex.sch.uk)