



## **Early Years Assistant (Nursery)**

**Fixed Term initially to 31 December 2024**

**Grade B – Starting Salary £22,727 per annum (Full Time Equivalent)  
30 hours per week, either 40 weeks (term time) or 52 weeks per year  
(Pro rata salary £16,173.24 for term time or £18,435.12 for 52 weeks)**

Park Community Nursery is a modern nursery set within the grounds of Park Community School in Leigh Park. We provide childcare for children aged 3 months to 5 years. We are looking for an Early Years Assistant support the nursery team to achieve the very best results for the children's safety, wellbeing and learning.

### **Responsibilities will include:**

- Welcoming children and settling them into nursery as well as the preparation of children for collection by their parent or carer.
- Key worker responsibility for a group of children, observing, monitoring, reviewing and recording the development of each child.
- Attending to the physical needs of children in the age range including feeding and nappy changing; PE, toilet training/supervising.
- Participating in taking children out of the nursery on activity visits e.g. shopping, park, library and act in loco parentis, in the absence of parents
- Assisting in the implementation of a curriculum of activities to ensure that the physical intellectual, emotional and social needs of each child are met
- Encouraging children to explore and investigate structured play activities and games, developing social and motor skills.
- Maintaining good working relationships with parents and as required participating in meetings with parents and carers.

The ideal candidate will hold at least a Level 2 qualification in childcare, with previous experience within a childcare setting and an understanding of safeguarding and health and safety including first aid.

The nursery is open from 7.30am to 6pm Monday to Friday, and shifts will be organised on a rota basis to cover all opening hours.

To apply for this position, please download an application form from [www.pcs.hants.sch.uk/employment.php](http://www.pcs.hants.sch.uk/employment.php). We look forward to hearing from you.

**Closing date: 13 November 2023**

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.