

Going Places Ltd.



JOB REFERENCE: 123-SJS1003

JOB TITLE: NURSERY ASSISTANT

EMPLOYER: GOING PLACES LTD

LOCATION: SALISBURY

SALARY: £15k – 18k depending on experience pro rata per annum

WORKING HOURS: 40 hrs – Monday- Friday

DESCRIPTION

If you like the thought of working with young children within early year's childcare and education then this opportunity might be of interest to you.

This area of work involves caring for the physical, emotional, social and educational development of early year's children, including babies. You will be involved in a range of activities from arts and crafts to singing and outdoor play. It is hard work but very rewarding.

DUTIES TO INCLUDE

- Greeting the children when they arrive, and helping them to settle
- Planning, organising and providing activities for the children, which need to be stimulating, educational and fun – these might include drawing, painting, craft work, storytelling, singing, playing games etc
- Helping children to develop language, number and social skills through play and other activities
- You will need to maintain accurate and effective children's records
- Respond appropriately to issues requiring confidentiality
- Support, promote and implement policies relating to diversity and equality
- Work well as part of a team or work independently with a child on a 1-1 basis
- Work well with partners to ensure smooth running of the nursery day
- Attend parent events and meetings as required

SKILLS REQUIRED

- Good communication skills
- Ability to work as part of a team and use own initiative
- Be observant and safety conscious
- Good customer service skills
- Good IT and administration skills
- Excellent decision making skills

PERSONAL QUALITIES

- Supportive of other members within a team
- Motivated and enthusiastic
- Caring and friendly personality
- Patience and the ability to remain calm at all times
- An understanding of and respect for the diversity of families
- Appropriate level of maturity and personal confidence
- A willingness to reflect on their own practice

QUALIFICATIONS REQUIRED

Basic literacy and numeracy skills alongside one of the following

The **Level 2 Certificate for the children and young people's workforce**

The **Level 3 Diploma for the children and young people's workforce**

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton
Going Places Ltd
37 Guild Street
London
EC3R 9EH

Quoting Job Reference.