



# KING'S ARMS PROJECT

## Crèche Nursery Assistant

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King's Arms Project has been working with the homeless in Bedford since 1989. Our Christian identity underpins everything that we do. Motivated by our faith, we are committed to following the teaching and example of Jesus Christ in his identification with those who are poor, vulnerable or forgotten.

We believe:

- There is no such thing as a hopeless case.
- People belong in community.
- People deserve opportunity.
- God is good.

We will:

- Prioritise God.
- Get there together.
- Be part of the solution.

## SUMMARY OF POST

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The Nursery Assistant is a childcare professional involved in the day to-day running of the Crèche. You perform an important role caring for children, maintaining a high-quality, stimulating learning environment. You are creative and reflective and able to implement new ideas to continually improve practice and support the management team.

**Role reports to:** Crèche Room Leader

**Key internal relations:** Crèche Room Leader, Refugee Support ESOL teachers

**Key external relations:** Venue contacts, Clients

You will also be expected to be working towards a qualification in Children's Care Learning



& Development, or equivalent and will have some experience of working with pre-school age children.

## **MAIN DUTIES & RESPONSIBILITIES**

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- To contribute to the creation of a safe, welcoming and inclusive environment for all children.
- To help ensure that the room is set up appropriately, prior to the children arriving and to ensure the room is packed away and returned to the same condition as when you arrived.
- To be aware of the Crèches policies and procedures and ensure these are adhered to.
- To be responsible for the welfare of all children in your care.
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately to the Room Leader.
- To reflect on practice and routines, striving to meet the individual needs of each child throughout the day.
- To assist in the development of the Crèche's policies and procedures in accordance with EYFS standards
- To provide a range of stimulating age-appropriate activities and ensuring the room is well-resourced and creatively set-up.
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in Crèche life.
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.
- To be professional and a good role model to the children and other staff members, at all times.
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the organisation.
- To cooperate and work effectively with the management team, taking on additional responsibilities/duties and positively promoting developments in policies and procedures to team members.

## **ADDITIONAL DUTIES & RESPONSIBILITIES**

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- Maintaining working practices that reflect the overall ethos and vision of KAP, including following our policies, procedures and code of conduct.
- Promoting the well-being of clients in line with the vision and values of KAP.
- Proactively assisting KAP Leadership Team in developing and making viable suggestions for the improvement of the service and role.
- Informing senior management of service IT requirements.
- Sharing good practice with colleagues in support of the continuous improvement of the service.
- Taking responsibility for personal development.
- Attending and being involved in team meetings, training and social activities, as well as all personal development meetings, including supervisions and mentor sessions.
- Respecting and supporting the whole KAP team and volunteers.
- In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of King's Arms Project

## PERSONAL QUALITIES

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The Nursery Assistant role is especially suited for someone who fits the following description:

<b>Experience and knowledge of:</b>	<b>Essential:</b>	<b>Desirable:</b>
Good childcare experience	✓	
Knowledge of current legislation and guidance (EYFS)		✓
Awareness of good practice of an effective early years curriculum		✓
Key operational policies and procedures e.g. health & safety, child protection, behaviour management and administering of medication		✓
Experience and passion for working with people from other cultures, being culturally sensitive.		✓



<b>Qualifications:</b>		
Working towards a qualification in Children’s Care Learning & Development, or equivalent		✓
First Aid Certificate		✓
<b>Skills:</b>		
Ability to work to a high standard with an attention to detail.	✓	
High degree of integrity and empathy when dealing with children	✓	
Self-motivated, able to work alone as well as in a team.	✓	
Able to observe, assess and track children’s learning & development		✓
Good time management skills, including the ability to prioritise and plan work to meet deadlines	✓	
Be able to demonstrate initiative and creativity	✓	
<b>General:</b>		
Hold a clean driving licence with insurance for business use		✓
Maintain and observe conditions of health and safety	✓	
Willingness to develop within the job and undergo relevant training	✓	
Be committed to Equality and Diversity, willing to learn and take on responsibility	✓	
Be positive, patient and adaptable under pressure	✓	

## PERSONAL DEVELOPMENT

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As part of King’s Arms Project, it is our desire to invest in you personally. We do so through mentoring, supervisions, and on-going training.

### Mentoring

The main aim of mentoring is for staff members to gain support from someone outside their normal working environment. This provides opportunity every 4-6 weeks to address emotional health as well as to talk about personal issues that may arise.

### Supervision



One-to-one staff supervisions are completed every 4-6 weeks in order to give opportunity to talk through successes, challenges, development/training needs, and other work-related issues as they arise.

### **Training**

Regular on-going training is provided within work hours in the following contexts: Project-wide team training, house team meetings, suggested reading and opportunities for regular professional training.