



**King's  
Arms  
Project**

## Crèche Nursery Assistant

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The King's Arms Project was started over 30 years ago as a response to seeing people sleeping rough on the streets of Bedford. Founded on the Biblical mandate for social justice, we have grown into a charity which works with the local community and National Government. We provide professional advice, innovative solutions and person-centred care to those at risk of homelessness and social isolation and those experiencing displacement.

### Our Vision

Every person thriving in a place they call home, living a fulfilling life in community.

### Our Mission

To tackle homelessness, displacement, and social isolation by

- Providing opportunities for people to thrive and have a home.
- Connecting people into meaningful communities.
- Demonstrating the love of Jesus
- Advocating for Justice

### Our Values

Hope – We believe there is hope for everyone, always.

Community – We all thrive when we are connected in community.

God is Good – We depend on God and His goodness for everything we do.

Learning & Excellence – By seeking to learn, listen and grow we are better able to achieve excellence in all that we do.

## SUMMARY OF POST

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,



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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:** ESOL Crèche Team Leader

**Key internal relations:** Refugee & Migrant Services: ESOL Crèche Deputy, ESOL Tutors, ESOL Coordinator and Support Team

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

## 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 Crèche Team Leader or Crèche Deputy.
- To reflect on practice and routines, striving to meet the individual needs of each child throughout the day.
- To provide a range of stimulating age-appropriate activities and ensuring the room is well-resourced and creatively set-up.
- To be professional and a good role model to the children and other staff members, at all times.

## 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.

- Sharing good practice with colleagues in support of the continuous improvement of the service.
- Taking responsibility for personal development
- Respecting and supporting the whole KAP team and volunteers.

## PERSONAL QUALITIES

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

Experience and knowledge of:	Essential:	Desirable :
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		✓



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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>		
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	✓	