



JOB DESCRIPTION

Job Title: Nursery Assistant	Grading: 6-9
Section: Nursery	Reference:
Job Objectives: 1. To contribute within an early years team in providing education and care for young children within Moray College Nursery. 2. To contribute towards the safe and efficient running of provision within the College Nursery. 3. To carry out domestic duties.	
Reporting to: Nursery Manager	
Reporting to the position: None	
Interface with: Nursery Manager, Nursery Staff and Children.	
Approved by:	Date:
Signature of Post Holder:	Date:

Duties and Responsibilities:

1 To contribute within an early years team in providing education and care for young children within Moray College Nursery.

- a) To work positively within the team structure and be included in staff duty rotas.
- b) To attend Parents Evening and Fundraising where appropriate.
- c) Work as part of the Nursery Team liaising with staff, parents and children ensuring the highest standard of education and care.
- d) To attend monthly team meetings.

2 To contribute towards the safe and efficient running of provision within the College Nursery.

- a) Assist children to maintain satisfactory standards of personal hygiene.
- b) To ensure that children behave safely.
- c) To prepare and clear toys and equipment, as appropriate.
- d) Any other duties relating to the nursery as required by the Nursery Manager.

3 To carry out domestic duties.

- a) Undertake domestic duties.
- b) To support nursery staff by assisting in the care of toys, equipment and the preparation of food and drink.