Job Description

Job Title: Welfare Assistant with Housekeeping Responsibilities	**Department:**
Division/Section: Sheringham Nursery School and Children's Centre	**Job Number:**
Grade: Scale 3	**Date last updated:** 12/9/2016

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Overall Purpose of Job

To assist with the general care, safety and welfare of children within the nursery school; to support the smooth running of the nursery school with light housekeeping assistance.

Person Reports To: Head Teacher and Assistant Headteacher

Person Supervises: No supervisory responsibility

Job Context: Sheringham Nursery School

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Welfare Duties:

1. To listen to children, talk with them, and help them to prepare and eat their snacks in the nursery school
2. To assist with the general welfare of children e.g. toileting (including the cleaning and changing of soiled children), dressing, washing of hands etc
3. To care for sick and injured children, where appropriate
4. To administer medication to children as and when needed
5. To contribute to maintaining a record of all pupils medication and agreements from parents in relation to this
6. To record and maintain all pupils injuries and treatment administered
7. To undertake first aid training and basic food hygiene training and keep this up to date
8. To To serve lunch to a small group of children and supervise them through the lunch period, in liaison with the school meals team at Sheringham Primary School

Housekeeping Responsibilities:

This post includes light cleaning and other housekeeping duties which are in addition to the school's contract cleaning and premises management arrangements.

1. Maintain the highest standards of organisation and cleanliness in the nursery kitchen and hygiene room
2. Store, prepare and serve snacks in accordance with food hygiene regulations and following best practice
3. Prepare drinks for staff during the nursery session, following agreed health and safety guidelines
4. Sweep, mop or otherwise clean areas of the nursery if required during the nursery session, including unexpected events (e.g. a child being sick)
5. Clean the nursery toilets at the end of the morning session
6. Ensure that towels, dessing up clothes and any other clothes are washed and dried as requested.
7. Basic sewing and mending tasks

This job description may be amended at any time after discussion with you and will be reviewed annually.

Person Specification

Job Title: **Welfare with Housekeeping Responsibilities**	**Department:**
Division/Section: **Salisbury**	**Job Number:**
Grade: Scale 3	**Date last updated:** 12/9/2016

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
KNOWLEDGE:	
Demonstrate an understanding of how the nursery school cares for and educates young children from 2 to 4 years old and promote their independence and welfare.	Application Form/ Interview
Knowledge of basic food hygiene and of first aid.	Application Form/ Interview

QUALIFICATIONS: Level 2 qualification in Childcare Food Hygiene Certificate is desirable	 Application Form/ Interview/ Test
EXPERIENCE: Able to demonstrate experience of dealing sympathetically and constructively with children under 5 years old and parents. Experience of caring for children under 5 years old.	 Application Form/ Interview Application Form/ Interview
SKILLS AND ABILITIES: Ability to undertake light housekeeping tasks as and when needed Ability to prepare and serve food safely. Ability to be support young children with their individual needs. Ability to communicate effectively with staff, parents and children. Ability to communicate in a sensitive, polite and understanding manner. Ability to organise and manage workload. Ability to be flexible within the working environment.	 Application Form/ Interview Application Form/ Interview Application Form/ Interview Interview Interview Interview Interview
PERSONAL STYLE AND BEHAVIOUR: Ability to exercise confidentiality and discretionwhen dealing with sensitive matters	 Interview