



### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE:</b>	Cover Supervisor & Class Support (Part Time)	<b>SCHOOL/ DEPARTMENT:</b>	The Webber Independent Nursery
<b>REPORTS TO:</b>	Nursery Manager	<b>LOCATION:</b>	Milton Keynes
<b>Hours:</b>	15 Hours per week Monday to Friday Lunch time cover hours are 11am – 2pm	<b>Salary:</b>	£8.91 per Hour

#### **PURPOSE OF THE JOB:**

To support Nursery staff with covering lunch breaks. To support with the serving and clearing away at lunch times.

At The Webber Nursery, we only employ friendly, approachable staff who are willing to learn and develop. This means that our working environment is a lovely place to work for like-minded childcare professionals, which is exactly how it should be for the children in our care.

This nursery has a lively setting with lots of creativity and has a team who are dedicated to the care of children. We are looking for an individual to provide a hands-on, fun, creative and an innovative environment for children.

#### **PRINCIPLE ACCOUNTABILITIES**

##### **General**

- To promote a caring and engaging environment for the children.
- To support the nursery practitioners in activities and tasks.
- To safeguard the health and safety of students when they are authorized to be on school premises and when they are engaged in school activities elsewhere.
- To help with serving lunch and clearing away after lunch.
- To participate in administrative and organizational tasks related to the post
- To carry out any other reasonable duties as required by the Headmistress

##### **Direct Responsibilities**

- Supervise the children during activities and tasks.
- Establish productive working relationship with students acting as a role model and setting high expectations of work and behaviour.



- Respond to children’s emotional and physical needs such as changing nappies, supporting with toileting, support with feeding, feedback to parents about the children’s day.
- Help with the serving and clearing away of lunch, washing up etc.
- Manage the behaviour of children to ensure they are in a safe working environment
- To liaise, advise, consult with other members of the team supporting the children when asked to do so.
- Provide practical support in the development of resources including displays for the curriculum teams across the nursery.
- Play a full part in the life of the nursery, support its senior staff and the nursery’s mission and ethos.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection.

## PERSON SPECIFICATION

Key Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>	GCSE or equivalent	Early years qualification First Aid Certification Safeguarding Training
<b>Experience</b>	Experience of working with children  Confident in dealing with young children.  Ability to command and show respect.	Experience of working in a nursery setting.  Knowledge of Early Years Foundation Stage.
<b>Knowledge &amp; Skills</b>	Excellent interpersonal and social skills  Ability to stay calm under pressure  Empathy with children and sympathetic to their needs  Good listening skills and sense of judgement.  Flexible with a good sense of humour.  Good IT Skills on all basic packages  First class communication skills essential. The ability to communicate with people at all levels of the social spectrum	Understanding of principles of Learning Processes and in particular barriers to learning



THE WEBBER  
INDEPENDENT SCHOOL

Key Criteria	Essential	Desirable
<b>Team working</b>  <b>Flexibility</b>  <b>Disposition/Working Relationships</b>	Excellent team player, able to work well as part of a team making active contributions to the team goals.  Flexible in approach to all aspects of the role Ability to take on board constructive criticism.  Able to work under pressure managing a variety of tasks with a positive outlook	
<b>Confidentiality</b>	Constantly maintain the highest levels of confidentiality	

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