



# Job Description: Qualified Bank Staff

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## **Purpose of post**

- To be a reliable bank staff who can support nurseries on short notice.
- To contribute a high standard of physical, emotional, social and intellectual care for all children in the nursery
- To ensure all children are safeguarded and their welfare and safety is promoted
- To give support to other team members throughout the nursery
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

## **Key areas**

- Work with and support children
- Work as part of a team
- To be flexible and move to different areas of the nursery when needed.

## **Responsible to**

Nursery Manager/Deputy Manager

## **Duties and responsibilities**

- To contribute to a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members
- To follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure
- Engage in good team working
- Liaise with nursery staff and ask how the day is planned
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- Work alongside the Manager and staff team to ensure that the nursery's vision is fulfilled
- Read, understand and adhere to policies and procedures relevant to your role as deemed appropriate by the Manager
- Report accidents to room leader and handover detailed information regarding accidents.
- To respect the confidentiality of all information received.

## **General**

- The preparation and completion of activities to suit each individual child's stage of development and interests
- To ensure that meal times are a time of pleasant social sharing
- Where deemed capable, to assist with washing and changing children as required
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensuring a poorly child is kept calm and warm and management is notified immediately
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.