



Job Description: Unqualified Bank Staff

Job title: Bank Staff

Purpose of post

- To be a reliable member of bank staff who can support nurseries even on short notice.
- To be trained to do the same post as a Nursery Assistant
- To contribute to a high-quality caring environment for children.
- To ensure all children are safeguarded and their welfare and safety is promoted

Key areas

- To work with children
- To attend all training as set out in your training agreement
- To work as part of the team

Responsible to

Nursery Manager/Deputy Manager

Duties and responsibilities

- Under supervision provide aspects of care for children including feeding.
- To assist with meeting the personal, social and emotional needs of individual children.
- To provide adult interaction with children in the nursery.
- To attend all training relevant to the role and deemed appropriate by the manager.
- To be aware of the nursery's confidentiality policy and all other policies the manager deems appropriate.
- Support all staff and engage in a good staff team.
- To follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure.
- To be flexible within working practices of the nursery and be prepared to help where needed.

General

- Contribute to good standards of safety, hygiene and cleanliness in the nursery
- Duties must at all times be carried out in compliance with the nursery's equal opportunities policy
- To respect the confidentiality of all information received
- To ensure the provision of a high-quality environment to meet the needs of all individual children
- To be aware of the high profile of the nursery and to uphold its standards at all times
- To be aware of all emergency and fire evacuation procedures
- To be aware of sections 7 and 8 of the Health and Safety at Work Act 1974
- To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.