

## **Job Description: Bank Staff**

**Job Title:** Unqualified Bank Staff

**Responsible To:** Nursery Manager / Deputy Manager

### **Purpose of the Role**

The Bank Staff member provides flexible, short-notice support across the nursery to help maintain a safe, caring, and stimulating environment for children. The role involves working as part of a team to deliver high-quality care and support children's learning, development, and wellbeing.

### **Key Responsibilities**

- Supporting and engaging with children in daily activities.
- Attending all required training in accordance with the training agreement.
- Working collaboratively as part of the nursery team.

### **Safeguarding and Welfare**

- Follow all safeguarding procedures and promote the welfare and safety of children at all times.
- Maintain high standards of hygiene, cleanliness, and safety within the nursery.
- Report accidents, incidents, and concerns in line with nursery procedures.
- Maintain strict confidentiality regarding children, families, and staff.

### **Teamwork and Communication**

- Work cooperatively with nursery staff to support daily routines and activities.
- Liaise with room leaders and colleagues to understand daily plans and priorities.
- Contribute positively to team working and provide support to colleagues when needed.

### **Flexibility and Professional Practice**

- Be flexible in supporting different rooms and areas of the nursery as required.
- Follow all nursery policies, procedures, and professional standards.
- Uphold the nursery's values, reputation, and standards at all times, both during and outside working hours.

## **General Duties**

- Ensure mealtimes are positive, social experiences for children.
- Maintain a high-quality environment that supports all children, regardless of background, ability, or medical needs.
- Promote a calm, safe, and welcoming atmosphere within the nursery.

## **Person Specification**

- Reliable, adaptable, and able to work at short notice.
- Good communication and teamwork skills.
- Strong understanding of safeguarding responsibilities.

**This role requires flexibility, professionalism, and a genuine commitment to supporting children's safety, wellbeing, and development within a collaborative nursery environment.**