

Job Description Qualified Bank Staff

Job Title: Flex Force

Responsible To: Nursery Manager / Deputy Manager

Purpose of the Role

The Qualified 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

Childcare and Development

- Support the delivery of activities that meet individual children's needs, interests, and stages of development.
- Provide a safe, nurturing, and inclusive environment where children feel secure and valued.
- Assist with children's daily routines, including mealtimes, play, and rest periods.
- Provide appropriate personal care support, including washing and changing where required.
- Comfort and care for children who are unwell and report concerns promptly to management.

Safeguarding and Welfare

- Follow all safeguarding procedures and always promote the welfare and safety of children.
- 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.
- Assist with general nursery tasks, including preparation of snacks and cleaning of equipment.

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

- Support the preparation and implementation of developmentally appropriate activities.
- 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

- Relevant childcare qualification.
- 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.