



Job Description Classroom Assistant Noah's Ark Nursery Schools

**To assist in any reasonable way required by the Head or Teacher
with typical duties including:**

- Working in small groups with children.
- Assisting with lesson preparation.
- Contributing to observations and feedback re children in the nursery.
- Helping to set up and pack up nursery at the beginning and end of the sessions.
- Preparing snacks
- Organising classroom resources and displays.
- Helping with all tasks on a rota basis.
- Adhering to and supporting all policies, procedures and ethos of the nursery.
- Being available and flexible to work at any of the Noah's Ark Nursery Schools if needed to cover staff absences of a short duration. At times this may be at short notice.
- Being willing to be based at any of the Noah's Ark Nursery Schools if the numbers of children/required legal ratios mean there is a need for additional staff.
- A commitment to professional development including training in order to better fulfil the requirements of the job and/or extend own skills. Complete NVQ level 2 in Early Years Education or Childcare, if not already achieved.

Hours of Work – 08.00 – 13.00
Monday – Friday Term Time only
Salary £10,073

This is a one year contract, in the first instance.

All duties listed above are indicative and there may be other tasks reasonably required and requested.