



Shining Stars Nursery School

2-4 Leckwith Avenue, Canton, Cardiff, CF11 8HQ
shiningstarscardiff@gmail.com 07812 459535

Senior Nursery Assistant Job Description

Job Title:	Senior Nursery Assistant
Work Base:	2-4 Leckwith Avenue, Canton, Cardiff, CF11 8HQ
Hours of Work:	2 days a week during school terms, from 9am to 1pm, on site.
Salary:	£12.21 per hour
Accountable to:	Nursery Directors

About Us

Shining Stars Cardiff CIC opened as a Nursery School in January 2024 and is registered with CIW (Care Inspectorate in Wales) and members of Early Years Wales (previously WPPA).

We are a creative pre-school with lots of painting, exploring, music and fun. Children are nurtured in a well-thought-out environment from which they can explore, experiment and experience new things. They learn independence, self-awareness, and mutual respect.

They are encouraged to express themselves through play, communication, imagination, and music. Emotional Well-Being is important to us. Our nursery is guided by Christian values such as kindness, compassion, and respect. While rooted in Christian values, we welcome families of all backgrounds and promote a spirit of love, kindness, and community.

We follow the principles of the Foundation Phase and cover the seven areas of learning. English is the main language with Welsh and Chinese on offer. Activities are carefully planned.

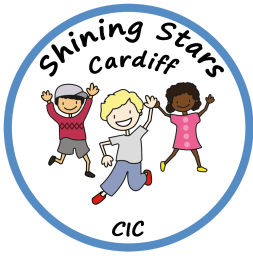
Staff have been handpicked for their love of children and are qualified and experienced in Early Years Education. They are assisted by a large team of volunteers.

The successful candidate will:

- Be passionate about education using nature and natural materials,
- Have great communication skills with children, staff and parents/carers,
- Be organised and focused,
- Be friendly and approachable,
- Be reliable and punctual.

This is an exciting opportunity to become part of a successful, happy childcare setting.





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Job Purpose

The Senior Nursery Assistant will:

- Be expected to provide high quality, flexible childcare for families from the local communities.
- Assist in managing the operation of the nursery to the highest standards, ensuring that the best possible environment and care are provided for young children.
- Ensure the children's personal needs are met at all times.
- Ensure that, as a Senior Nursery Assistant, the facility meets required standards as laid down by CIW Care Inspectorate of Wales and the National Minimum Standards for Childcare.

Principle Responsibilities

These are not exclusive and may be added as needed. Duties will include:

- Assisting the daily running and administration of the nursery whilst adhering to the Policies & Procedures, ensuring compliance with the Children Act and Health and Safety legislation, all within the requirements and guidelines laid down by CIW and the National Minimum Standards.
- Provide the highest standard of care for children and support the daily running and administration of the service (e.g. Long, Medium and Short Term Planning following the Foundation Phase, covering the seven areas of learning; Monitoring Child development files).
- Ensure the health, safety and security of the children at all times. Ensure children are collected by the named person and that good standards of hygiene and safety are maintained.
- Ensure that emergency evacuation procedures are carried out at least every half term.
- Develop the children's abilities to form positive relationships with other children and adults enabling them to learn and play cooperatively, increasing their confidence and realising their potential.
- To establish and maintain positive relationships with children and their families in a way that values parental involvement.
- To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- To work effectively as part of a team.



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- Be flexible within the working practices of the nursery. Be prepared to help where needed including undertaking domestic jobs such as the preparation of fruit and snack time, washing dishes, cleaning equipment, and putting out rubbish.
- To direct and support students/volunteers on placement.
- Ensure that Child Protection policies and procedures are adhered to at all times.
- Undertake any training as required.
- To act as an ambassador for the organisation and maintain a positive image of its aims and objectives.
- The nursery leader will be expected to work autonomously in relation to the day to day management of the nursery. The role requires the confidence to make day to day decisions thoughtfully and with a high degree of sensitivity to the needs of children and families.
- The Nursery Leader will be expected to make recommendations and proposals about service developments and changes, but not to make decisions about substantive changes to the nursery.

This description of the job is as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being processed.

The review process is carried out jointly by the Nursery Directors and the employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes.



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Senior Nursery Assistant: Person Specification

Essential	Desirable
Education/Qualifications:	
<ul style="list-style-type: none"> • Level 3 Childcare Qualification • A thorough understanding of all nursery guidelines and procedures according to National guidelines • Enhanced DBS certificate 	<ul style="list-style-type: none"> • Level 5 Childcare Qualification • Food hygiene Level 2 Qualification • Paediatric First Aid Certificate • Child Protection Training
Experience	
<ul style="list-style-type: none"> • Deputy Manager Level Experience • At least 2 years working with Pre-School children in a nursery or similar setting • Experience of statutory care standard requirements • Working with children with Additional Needs 	<ul style="list-style-type: none"> • Enjoy working in the outdoors • Experience of working with other professionals to support a child's development and well-being
Knowledge/Skills	
<ul style="list-style-type: none"> • Good leadership qualities • Excellent interpersonal skills • Excellent observational skills • Excellent organisational skills • General administration skills • Must have good numeracy skills • Knowledge, understanding and practical experience of care for young children • Knowledge and practical understanding of child development and parenting • Knowledge and understanding of legislation and regulations relating to child care and the inspections process for approval of child care settings • Able to work independently and to manage own time efficiently • Ability to develop an effective team, to motivate and encourage excellence from staff 	<ul style="list-style-type: none"> • Up to date child protection training • Experience of Montessori, Waldorf Steiner and Reggio Emilia Pedagogies • Good working knowledge of Welsh • Good working knowledge of another language • Awareness or experience of other cultures • Good IT skills



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<ul style="list-style-type: none"> • Warm and caring personality - friendly and approachable to families • Ability to communicate effectively with staff at all levels • Commitment to the principle that families "know best" about their own needs • Commitment to equal opportunities for all children and families 	
Personal qualities:	
<ul style="list-style-type: none"> • Warm, calm and nurturing personality, a love of children • Able to demonstrate sound judgement, discretion and tact • Committed to high standards of service. • Ability to maintain confidentiality • Committed to Shining Stars Nursery School's vision and values 	<ul style="list-style-type: none"> • Enthusiastic and hardworking • Enjoy music, dance and the creative arts • Aware of Environmental concerns and Nature