**Nursery Classroom Assistant**

**Job Reference: WIPSNU-06/25**

**Primary Location: Windmill Integrated Primary School and Nursery Unit**

**Contract Type** **:** Term-time from September 2025

**Duration of Contract/Contract End Date** **:** Permanent

**Grade/Scale** **:**

**Hours per Week :** 20 hours per week

**Working Pattern :** Mon - Fri

**Anticipated Interview Date(s) :** week commencing 30th June 2025

**Additional Information:** Successful candidate would be required to attend Baker Days in August. Commencing 20th August.

**JOB TITLE:** Nursery Assistant

**REPORTS TO:** The Principal through the class teacher

**JOB PURPOSE**

Under the direction of the class teacher, assist with the educational support and care of the children in a designated class, in or outside the classroom.

**MAIN DUTIES AND RESPONSIBILITIES**

The precise duties of the post will be determined by the Principal and may include all or some of the duties listed below.

**CLASSROOM SUPPORT**

* Under the leadership of the teacher work as part of a team to promote the efficient running of the class.
* Be aware of confidential issues linked to home/child/teacher relationships, as relevant, and keep confidences appropriately.
* Establish a supportive relationship with the children and parents.
* Assist, under the leadership of the teacher, children learning as effectively as possible both indoors and outdoors through, for example;

 - clarifying and explaining instruction.

 - ensuring the children are able to use equipment and materials/resources provided.

 - participate in motivating and encouraging the children as required.

 - participate in supporting identified areas for development, e.g. physical skills, language, behaviour, etc.

* To contribute to the planning, implementation and review of all areas of the curriculum as directed by the teacher.
* Under the leadership of the teacher prepare learning materials and resources.
* Under the leadership of the teacher contribute to the planning, preparation and display of the children’s work.
* Contribute to the observation, recording and evaluation of children’s progress records as directed by the teacher.
* Set up, clear away and regularly clean equipment.
* Participate in classroom activities, including groups of children, or individual children, under the direction of the teacher.
* Participate in special events/activities such as school visits.
* Positively promote positive behaviour in accordance with school policy.
* Ensure and promote as far as possible a safe environment for children.
* Assist with toileting, personal hygiene and dressing of children.
* Provide supervision/support including the administration of routine prescribed medicines and drugs for children who are ill and deal with minor cuts and bruises.
* Report, to the designated Child Protection Officer in the school, any signs or symptoms displayed which may suggest that a child requires expert or immediate attention in line with the boards/schools child protection policy.
* Contribute to the planning, purchase and preparation of daily snacks taking account of the school’s/Board’s ‘Healthy Eating Policy’.

**ADMINISTRATION**

* Assist with classroom administration, e.g. collecting dinner money, lost property etc.
* Provide regular feedback about the children to the teacher.

**OTHER DUTIES**

* Attend relevant in-service training and disseminate appropriate information to colleagues.
* Participate in regular staff meetings and staff training days as required.
* Be aware of school policies and procedures and under the leadership of the teacher contribute to the implementation and review of school policies and procedures.
* Such other duties as may be assigned within the level of the post.
* Participate in a supporting role in the training of non-teaching students.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

**PERSON SPECIFICATION**

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| **NOTES TO JOB APPLICANTS**  |
| 1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.
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**SECTION 1 - ESSENTIAL CRITERIA**

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**.  You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

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| **Factor**  | **Essential Criteria**  | **Method of Assessment**  |
| **Qualifications/ Professional Membership**  | Hold a minimum of a Level 2 childcare qualification as approved by EA (a list of approved qualifications is available to download from the EA website www.eani.org.uk) | Shortlisting by Application Form  |
| **Experience** | Have a minimum of 3 months experience of working with a child/children in a learning environment i.e school, nursery, pre-school or playgroup. | Shortlisting by Application Form  |
| **Skills / Abilities**  | Evidence of a working knowledge of information technology systems including: * Microsoft Word and Outlook, and/or
* C2K schools IT systems
 | Shortlisting by Application Form  |

**SECTION 2 - ESSENTIAL CRITERIA**

The following are **additional** **essential** criteria which will be measured during the interview/selection stage.

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| --- | --- | --- |
| **Factor**  | **Essential Criteria**  | **Method of Assessment**  |
| **Knowledge**  | Demonstrable knowledge of the following: -The requirements of a Nursery Assistant - Child Development Issues- Health and Safety Requirements relevant to the role | Interview       |
| **Skills / Abilities**  | Evidence of an ability to work flexibly and creatively to help ensure a child-centred learning experience   Highly effective interpersonal and communication skills   Proven team working and collaborative skills   Evidence of effective planning and organising skills to ensure work is completed on time to the required standard  | Interview      |

**SECTION 3 - DESIRABLE CRITERIA**

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

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| **Factor**  | **Desirable Criteria**  | **Method of Assessment**  |
| **Qualifications / Experience**    | Hold a minimum of a Level 3 childcare qualification as approved by EA (a list of approved qualifications is available to download from the EA website www.eani.org.uk) | Shortlisting by Application Form  |
| **Experience** | Have a minimum of 6 months experience of working with a child/children in a learning environment i.e school, nursery, DE funded pre-school or playgroup.Have a minimum of 3 months experience of supporting children with additional needs in a whole class setting | Shortlisting by Application Form  |
| **Values Orientation**   | Evidence of how your experience and approach to work reflect the school’s values/ethos. You will find information about the school’s values/ethos on our school website [www.windmillips.com](http://www.windmillips.com) | Interview  |

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**DISCLOSURE OF CRIMINAL BACKGROUND**

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as ‘regulated activity’.

In the event that you are recommended for appointed to a post that involves ‘regulated activity’, the Principal on behalf of the Board of Governors will be required to undertake an Enhanced Disclosure of Criminal Background.

Further information can be accessed at [NI Direct](https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks) or the [Department of Justice.](https://www.justice-ni.gov.uk/articles/about-accessni)