



Victoria Park Nursery School Volunteer Role Description

Responsible To

Headteacher / Class teacher

Purpose of the Role

To support nursery staff in providing a safe, caring, and stimulating environment where children can learn, develop, and thrive. Volunteers assist with daily learning opportunities and help create positive experiences for children while working under the supervision of nursery staff.

Key Responsibilities

- Support children while they learn through play, and with daily routines.
- Assist staff in setting up and tidying learning areas.
- Encourage children's participation in age-appropriate activities, including creative play, storytelling, music, outdoor play, and crafts.
- Help maintain a welcoming, safe, and clean environment.
- Read stories, engage in conversations, and support children's communication and social development.
- Promote positive behaviour through encouragement and praise.
- Assist with special events, celebrations, and fundraising activities.
- Follow nursery policies and procedures, including safeguarding, health and safety, and confidentiality requirements.
- Report any concerns about a child's welfare immediately to a member of staff.

Person Specification

Essential

- Friendly, patient, and caring nature.
- Interest in working with young children.
- Good communication and listening skills.
- Reliable and punctual.
- Ability to work as part of a team.
- Commitment to maintaining confidentiality.

Desirable

- Experience working with children.
- Interest in early years education and child development.
- First aid or safeguarding training (training may be provided).

Time Commitment

- Flexible hours to be agreed with the nursery.

Training and Support

Volunteers will receive:

- An induction to the nursery.
- Health and safety guidance.
- Safeguarding information and training as appropriate.
- Ongoing support from nursery staff.

Safeguarding Statement

The nursery is committed to safeguarding and promoting the welfare of children. All volunteers are expected to share this commitment. Appropriate references and checks, including a DBS check, will be completed before volunteering begins.

Benefits of Volunteering

- Gain experience working within an early years setting.
- Develop communication and teamwork skills.
- Opportunity to support children's learning and development.
- Training and development opportunities.
- Valuable experience for careers in education, childcare, health, or social care.

This role is voluntary and unpaid, but the contribution made by volunteers is highly valued and appreciated.