



Job Description

Post: Nursery Nurse

**Reports to: Nursery Manager, Deputy Manager,
Managing Director (General Manager) & Finance
Director**

Purpose of Job

The purpose of the role is to implement the daily routine in the nursery and ensure the children have access to exciting and challenging activities to support and encourage their learning and development in line with the Early Years Foundation Stage and the children's individual interests.

To contribute a high standard of physical, emotional, social and intellectual care for children in the nursery. Putting the children's welfare, care and development first and ensuring the children are safeguarded.

Duties and Responsibilities

- To provide high quality care for all children and families.
- To support the provision of a diverse curriculum that will meet the requirements of the relevant national standards.
- To keep an up-to-date record of achievement on your key children.
- Building a professional relationship with parents and keeping them informed about their child's education.
- Safeguarding children from harm and abuse; putting their welfare, care and development first.
- The preparation and completion of activities to suit the child's stage of development.
- Support children and families in settling visits and transitions through the nursery.
- To promote social mealtimes and encourage sharing.
- Changing children as required and promoting good hygiene.
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development, whilst actively promoting the equal opportunities policy.
- Work as a supportive member of the staff team, where the nursery is viewed as a "whole". Utilise your time to help in other areas being constantly aware of the children's needs.
- To attend all out of working hours activities, e.g. training, monthly staff meetings, parents evenings, open days etc.
- To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment, cleaning etc.
- To respect and maintain the confidentiality of information received.
- Complete the nursery's in house training schedule.
- To be aware of the high profile of the nursery and to uphold its standards at all times.
- To comply with the nurseries policies and procedures at all times.
- To report any injury or accident ensuring that health and safety of the individual is maintained. Inform seniors of all accidents.

- To report any suspicious or suspected non-accidental injury.
- To undertake any other duties commensurate to the post as required by the nursery.

Knowledge and Skills

- Knowledge, understanding and practical experience of day care for young children
- Robust knowledge of the Early Years Foundation Stage (EYFS)
- Experience of adhering to and implementing the EYFS.
- Knowledge and practical understanding of child development and parenting
- Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements
- Able to work independently and to manage own time efficiently
- Experience of managing, supervision and appraisal of staff
- Ability to develop an effective team
- Warm and caring personality – friendly and approachable to families
- Ability to create and implement basic systems for child records and financial records
- 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

Teamwork

The promotion of positive relationships of trust and care are considered a priority. You will work as part of a team, and will maintain a close working relationship with other colleagues, parents, children and other agencies in the promotion of good childcare.

Key Areas

- Work with children
- Team work
- Liaise with parents

Training

All staff are expected to maintain a current awareness of professional and service issues and to be responsible for their own development. Further opportunities for training and development will be made available to all staff. Mandatory qualifications will be expected to be undertaken and then updated at relevant periods.

A) Other Duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

B) Equal Opportunities

The post holder must carry out his/her duties with full regard to the setting's Equal Opportunities policy

C) Health and Safety

The post holder must carry out his/her duties with full regard to the setting's Health and Safety procedures.



Job Specification

Post: Nursery Nurse

	Essential	How measured during recruitment and selection process	Desirable	How measured during recruitment and selection process
Experience	<p>Experience of working with children in a childcare setting e.g. nursery, school.</p> <p>Experience of implementing the EYFS</p> <p>Working as a Key Person</p>	A/I	Experience of working with children with SEN, additional need and/or disability	A/I
Education / Training/ Qualifications	Level 3 or above in a childcare related subject	A and Certificates	<p>Level 4 + in childcare related subject</p> <p>First aid qualification.</p> <p>Child protection training.</p>	A/1
Special Knowledge	<p>Robust knowledge of child development</p> <p>Knowledge of EYFS</p> <p>Knowledge of policies and procedures.</p>	A/I		
Skills	<p>Ability to communicate confidently with a wide range of people</p> <p>Able to work independently and to manage own time efficiently</p> <p>To be able to demonstrate the ability to work as part of a team.</p> <p>Ability to write legibly and good presentation skills.</p> <p>Good organisational skills.</p>	A/I		

	Demonstrate creative ability.			
Personal Qualities	Warm and caring personality – friendly and approachable for families Enthusiastic, innovative, energetic and able to motivate others Flexible, practical and willing to 'get your hands dirty'	A/I and R		
Special Requirements	Able to accommodate the flexible working hours that may be required	I		

A = Application Form
I = Interview Process

R = Reference
P= Presentation