

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b><u>Job Title:</u></b> Nursery Nurse	<b><u>Grade:</u></b> E (points 9 – 13)
<b><u>Job Family:</u></b> Educational Support	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As a Nursery Nurse, you will provide a stimulating and effective curriculum which will enhance children's emotional, social, physical and intellectual development. You will provide high quality care within the Early Years Foundation Stage (EYFS) setting that meets professional inspection standards.</p>	
<p><b>Main Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. You will provide high quality care for children.</li> <li>2. You will provide a broad and balanced curriculum that will meet the requirements of the EYFS curriculum in conjunction with the Nursery Teacher/EYFS Lead/Head of Academy.</li> <li>3. You will contribute to and deliver Individual Educational Programme (IEP) for children with special educational needs (SEN).</li> <li>4. You will observe, monitor and maintain written records to ensure children's developmental progress.</li> <li>5. You will liaise with parents and other professionals.</li> <li>6. You will maintain parent confidentiality.</li> <li>7. You will work closely with the Nursery Teacher/EYFS Lead and prepare reports that will assist in the children's smooth transition to FS2.</li> <li>8. You will report any injury or accident ensuring that health and safety of the individual is maintained.</li> <li>9. You will assist in and contribute to student placements and contribute information to the Nursery Teacher so that they can prepare accurate and concise information in the support of a student's development.</li> <li>10. You will support the successful admission and transition for children and families.</li> <li>11. You will contribute to the planning and organisation of interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments.</li> <li>12. You will take responsibility for the tidiness, safety and security of the EYFS indoor and outdoor areas.</li> <li>13. You will assist in providing professional support on issues relating to child protection to parents and outside agencies.</li> </ol> <p><b>General</b></p> <ol style="list-style-type: none"> <li>14. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.</li> <li>15. You will participate in training and other learning activities and performance development as required.</li> <li>16. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.</li> <li>17. You will ensure strict confidentiality in all areas of work.</li> <li>18. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).</li> <li>19. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).</li> <li>20. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.</li> </ol>	

21. You will always comply with the Trust's policies and procedures.
22. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential**

- Hold or working towards a relevant professional qualification such as NNEB/BTEC Nursery Nursing or CACHE Diploma in Childcare and Education or NVQ Guidance and Education Level 3 or above, or a B.Ed. Early Years qualification; or an equivalent qualification (C/A)
- Grade C/4 or above, or equivalent, in both English and Maths (C)
- Current knowledge of ACPC procedures and how to implement them successfully (A/I/R)
- Knowledge of 1989 Children's Act, National Day Care Standards and Ofsted's Educational requirements (A/I/R)
- Knowledge of guidance documents which support the development of young children's learning (A/I/R)
- Experience of working in partnership with other agencies (A/I/R)
- Experience of working in close partnership with carers (A/I/R)
- At least two years post qualifying experience (A/I)
- Able to communicate with a wide range of people individually, in groups and at all appropriate levels (A/I/R)
- Able to motivate children and sustain their interest in play activities (A/I/R)
- Able to contribute to the team (A/I/R)
- Able to make a contribution when dealing with other people (A/I/R)
- Able to plan effectively to support children's learning (A/I/R)
- Able to prepare and present written reports to support children's development and wellbeing (A/I/R)
- Able to demonstrate the ability to problem solve (A/I/R)
- Able to offer support to children and families in a multi-cultural environment (A/I/R)
- Able to work in a responsive partnership with parents and carers (A/I/R)
- Able to identify and manage risk and consequences through assessment and appropriate action (A/I/R)
- Able to supervise young children (A/I/R)
- Able to take and accept instructions (A/I/R)

### **Desirable**

- Knowledge of the future of childcare services nationally and locally (A/I/R)
- Experience of professional employment in work with young children and families, preferably in a nursery environment (A/I/R)
- Emergency First Aid or First Aid at Work qualification (C)
- Experience of working with Child Protection (A/I/R)
- Experience of supervising others (A/I/R)
- Able to use ICT (C/A/I)
- Willing to have a flexible working approach to the nursery environment (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

**Behaviours**

- Proactive
- Organised
- Committed
- Enthusiastic
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

**Contacts and Relationships:**

**Managers** - in daily contact with the Principal/Head of Academy/senior leaders and teaching staff within the academy

**Support Staff** – in daily contact with support staff involved with administration, classroom support, cleaning, ICT, site supervision, health and safety, and catering

**External** – in some contact with parents/carers, visitors as required.

***Note:***

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.