



**GEORGE MITCHELL SCHOOL  
JOB DESCRIPTION**

**Job Title: Nursery Nurse**

**Contract: Term time only (36 hours per week – 46.01 weeks per year)**

**Grade: Scale 4 (point 7-11) Actual salary £22,615 - £24,140**

**Reporting to: EYFS Lead**

**Job Purpose:**

- To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards (Under 3's)
- To work in partnership and complementary to the Nursery, Reception teacher or lead professional, in order to help meet the aims of the nursery. The Nursery, Reception teacher or lead professionals are responsible for planning the overall policy and curriculum, and the Early Years Practitioners are given some responsibility for planning part of the programme and are to play a full part in its implementation.

**Major tasks, Duties and Responsibilities:**

Support for children:

- Experienced with level 3/equivalent qualification
- Work as a member of a team, contributing to the planning, preparation, delivery and evaluation of learning experiences that will enhance children's physical, intellectual, emotional, social and moral development. Foster children's independence, self-reliance and social skills.
- Maintain a comfortable, safe and stimulating environment which supports and reflects diversity amongst the children and ensures that all children have equal access to learning and development opportunities.
- Have a sound knowledge and thorough understanding of statutory and non-statutory frameworks, such as, Early Years Foundation Stage Framework and Development Matters.
- Undertake the personal care of children as necessary (including the changing of nappies/soiled clothing for which parental/carer permission has been granted) which may also require the carrying out of basic medical procedures and administering of first aid for which training will have been provided.
- Lead whole class and group activities.
- Support the learning, teaching and progress of all students including those with SEND.
- In collaboration with the class teacher, take responsibility within the team for the "key person" role of a child or group of children, as defined by the EYFS. This involves planning, evaluation, observation, assessment, report writing, record keeping and attending meetings, case conference reviews, consultation with parents/carers etc.

- Monitor and evaluate children’s progress, development, attainments and responses in respect of learning activities, through observation, assessment and recording of attainment.
- In collaboration with team colleagues, take responsibility to plan and implement appropriate activities for individuals and groups of children to maximise their learning opportunities.
- Frequently supervise children on activities without a teacher present including outdoor activities.

Support for the parents:

- Communicate effectively with parents.
- Encourage parents and carers to be involved in the setting and children’s learning.
- Establish good relationships with parents and carers.
- Build up a trusting relationship with parents /carers of key worker group.
- Take part in home visits when appropriate of required.
- Lead Key Worker meetings for Key children.

Supporting the Early Years Setting:

- Support the aims and policies of George Mitchell School.
- Promote the ethos of the setting at all times.

Other requirements:

- To participate in training and performance management as required.
- To have an up-to-date enhanced DBS Disclosure

**Person Specification**

<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• NNEB/CACHE Level 3/NVQ Level 3 in Childcare</li> </ul>	Essential
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Evidence of anti-discriminatory practice</li> <li>• Some evidence of working with children with special needs</li> <li>• Evidence of working with children aged 0-4 yrs old</li> </ul>	Essential
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Early Years Foundation Stage</li> <li>• Child Development</li> <li>• Learning through play</li> </ul>	Essential

<ul style="list-style-type: none"> <li>• Child protection guidelines</li> <li>• Maintaining a safe environment</li> </ul>	
<b>Skills and Aptitudes</b>	
<ul style="list-style-type: none"> <li>• Good standard of written work</li> <li>• Good interpersonal and communication skills</li> <li>• Ability to use computers</li> <li>• Ability to work as part of a team</li> <li>• Flexibility and enthusiasm for the job</li> </ul>	Essential
<b>Other job requirements</b>	
<ul style="list-style-type: none"> <li>• Willingness to undertake in service training</li> </ul>	Essential

September 2023