

 **Nursery Nurse Job Description**

**September 2022**

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| **Post:** | Nursery Nurse – Qualified Level 3  |
| **Salary:** | To be confirmed  |
| **Hours:** | 37.5 hours per week, term time only |
| **Contract type:** | Permanent |
| **Accountable to:** | The Headteacher Early Years Leader  |
| **Responsible for:** | Children within the Early Years Foundation Stage  |
| **Main purpose:** | To work as part of the school team to provide a safe, caring and stimulating environment for children. To provide children with the best possible foundations to their educational journey and wider development.  |

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|  | **Actions** |
| **Main responsibilities:**  | * Undertake day to day EYFS duties to ensure the highest standards of care and education are maintained.
* Adhere to the school’s policies and procedures to ensure that the highest standards are maintained with in the EYFS
* Establish positive and professional relationships with parents / carers of the children to ensure they are engaged in the child’s education and development.
* Contribute to partnership working with EYFS staff to ensure that the children have access to appropriate activities to support their physical, emotional, social and intellectual development whilst being aware of families’ ethnic, cultural and linguistic development.
* Support the work of the EYFS Teacher in providing a suitable curriculum that enables children to achieve their early learning goals.
* Alongside other staff, contribute to the planning, observation and assessment procedures to ensure children make excellent progress from their starting points.
* Maintain a recording system for individual children, which enables effective storage and retrieval of information which can be shared with parents and other professionals and agencies, being aware of confidentiality.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to the Teacher to ensure children’s wellbeing.
* To be flexible within working practices of the setting. Be prepared to help where needed including to undertake domestic jobs with the setting, such as preparation of snacks and cleansing of equipment.
* To ensure that mealtimes are a time of pleasant social sharing, encouraging good manners and assisting where necessary.
* Other child-care related duties relevant to the specific needs of individual children.
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| **Experience:**  | * Minimum of NVQ Level 3 qualification or equivalent in Early Years and Childcare Development.
* Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity.
* Demonstrates an understanding of the EYFS Statutory Framework.
* Proficiency in the use of technology used to record information and communicate with parents (computer, iPod, Tapestry, online learning platforms).
* Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.
* Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.
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| **Scope for impact:**  | EYFS staff make a strong contribution to children’s learning and achievement and provide important support to the Teacher. The post holder will share the responsibility for creating a stimulating environment, for example by setting up displays and continuous provision activities, to enhance the children’s social, education and development. Nursery Nurses will be expected to undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continued professional development and keep up to date with statutory requirements in order to ensure that all children in the EYFS are cared for appropriately. |
| **Job context:** | Nursery Nurses will be expected to work effectively with individual children and/or small groups under the direction and supervision of the EYFS Teacher / Early Years Lead. The Nursery Nurse will lead / support the organisation of a key person group. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and behaviour management. Nursery Nurses would also be expected to work as part of the EYFS team and contribute to plans to ensure the EYFS meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the EYFS Teacher. The post holder must have good communication skills to be able to inform, persuade, inspire and motivate children and provide feedback to other professionals and parents as required. |

**Nursery Nurse Person Specification**

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| **Criteria** | **Qualities** | **Essential** | **Desirable** |
| **Qualifications:**  | Educated to GCSE level (or equivalent) in literacy and numeracy. | **X** |  |
| Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children & Young People’s Workforce, NVQ Level 3 in Children’s Care, Learning and Development – or be working towards completion. | **X** |  |
| A commitment to further professional development.  | **X** |  |
| Some understanding of the importance of Health & Safety and Food Hygiene in the workplace  |  | **X** |
| Completion of Safeguarding Awareness course  |  | **X** |
| Paediatric First Aid certificate  |  | **X** |
| Completion of other relevant courses  |  | **X** |
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| **Skills / Knowledge:**  | Be aware of and comply with policies and procedures relating to Safeguarding and child protection.  | **X** |  |
| Able to work well under pressure and be decisive in a busy school environment  | **X** |  |
| Able to manage own time, prioritise and use initiative | **X** |  |
| Be flexible and adapt to changes in the school day | **X** |  |
| An understanding of Health and Safety issues within an educational setting |  | **X** |
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| **Personal competencies and qualities**  | A positive approach to learning and gaining new skills through teamwork and training opportunities.  | **X** |  |
| Good organisational, record keeping and planning skills.  | **X** |  |
| An ability to develop and maintain positive relationships with pupils, colleagues and parents.  | **X** |  |
| A willingness to contribute to Whole-School initiatives, with a commitment to networking and the sharing of best practice. | **X** |  |
| Reliability and trustworthiness | **X** |  |
| A positive approach to inclusive practice, with children and colleagues | **X** |  |
| Enthusiasm for working with young children | **X** |  |
| Flexibility to adapt to different working environments | **X** |  |
| Open minded, resilient, personable and approachable | **X** |  |
| Proficient in the use of ICT | **X** |  |
| Ability to work using own initiative  | **X** |  |
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