

Molehill Primary Academy – Job Description

Role: Nursery Nurse

Responsible to: Leadership Team

Responsible for:

Scaffolding and supporting learning

Creating in the moment learning and developmental opportunities

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the Setting.
2. To give support to other personnel within the Setting.
3. To implement the daily routine in the classroom.

Key Areas

- Work with children.
- Team work
- Liaise with parents and carers where appropriate.

Duties and Responsibilities

- Work with leaders to plan and operate a programme of activities suitable to the age range of children in your area in conjunction with other staff.
 - To keep a contribute to the record of achievement file on your key children, for parents/carers including by capturing learning through learning journals or a digital platform
- Work with parents/carers of special needs children to give full integration in the Setting as directed by the SENCO
- Support all staff and engage in a good staff team.
- Liaise with and support parents/carers.
- To be involved in out of working hours activities, e.g. training, INSET days, staff meetings and fundraising events.
- To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.
- Work alongside the teacher and staff team to ensure that the philosophy is fulfilled.
- Proactively decide where your time will be most utilised and be constantly aware of the needs of children.
- Adhere to all Safeguarding protocols (policy and practice)
- To respect the confidentiality of information received.
- Specific Child Care Tasks:
 - ☐ The preparation and completion of activities to suit the individual child's stage of development
 - ☐ To ensure that mealtimes are a time of pleasant social sharing
 - ☐ Support personal care of children if required.
- To ensure a high quality environment to meet the needs of individual children from different cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the Setting and to uphold its standards at all times.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

Notes: The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.