**ST JOHN’S CATHOLIC PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Post of: Nursery Nurse**

**Salary: Kent Range 5**

**The Postholder is accountable to the EYFS Leader**

**1. PURPOSE OF JOB**

* To work with the whole staff team to provide a safe, caring and stimulating environment for children.
* To work with and support colleagues to enhance children’s education and social development with special attention being paid to fostering positive behaviour.

**2. PRINCIPAL ACCOUNTABILITIES**

* Undertake day to day nursery duties to ensure high standards of care and education are maintained.
* Adhere to the Nursery’s policies and procedures to ensure that high standards are maintained with in the Nursery.
* Establish informal relationships with parents/carers of the children to ensure they are engaged in the child’s education and development.
* Contribute to partnership working with Nursery 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 Nursery Manager in providing a suitable curriculum that enables children to achieve their early learning goals.
* With other staff, contribute to the planning, observation and assessment procedures to ensure children’s progress is satisfactory.
* Maintain a recording system for individual children that enables effective storage and retrieval of information which can be shared with parents and other professionals and agencies, being aware of the confidentiality of the information contained therein.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to the Supervisor to ensure children’s wellbeing.

**3. NECESSARY EXPERIENCE**

* Good standard of general education together with good numeracy and literature skills.
* Minimum of NVQ Level 3 qualification or equivalent in Early Years and Childcare Development.
* Previous experience of working with children.
* Use basic technology (computer, video, and photocopier).
* Knowledge of policies and procedures relating to 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.

**4. SCOPE FOR IMPACT**

* Nursery staff make a strong contribution to children’s learning and achievement and provide important support to the Manager.
* The post holder will share the responsibility for creating a stimulating environment (e.g. by setting up displays and activity corners) 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 continuing professional development and keep up to date with National Standards in order to ensure that all children in the Nursery are cared for appropriately.

**5. JOB CONTEXT**

Nursery Nurses will be expected to work effectively with individual children and/or small groups under the direction and supervision of the Manager. 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 Nursery team and contribute to plans to ensure the nursery meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the Supervisor.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate children and provide feedback to other professionals and parents as required.