

Job Description

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| Job title: | Nursery Nurse |
| Group: | Schools |
| Dept/Project/Service: | Danesfield Manor School |
| Reports to: | Early Years Manager |
| Usual office base: | Rydens Avenue, Walton on Thames |
| Grade: | TBC |

Job purpose:

To work as a key member of the team providing a safe, caring and stimulating environment for children whilst promoting all areas of development.

Job objectives:

1. To fulfil your role as a key person ensuring that children within your group are provided with the highest standards of care and education which meet the needs of individual children from differing cultures and religious backgrounds, and all stages of development.
2. Support individual children in relation to sleep, feeding and nappy changing routines.
3. Contribute to the children's profiles by writing observation notes linked to EYFS and discussing next steps for development with the key people.
4. Contribute to and be aware of the content of termly individual plans by regularly discussing individual children with the key people.
5. Talk to parents and carers at drop-off and collection times to support key people in keeping informed about issues affecting the children and informing parents of pertinent information.
6. Assist key people in encouraging parents to have an input in the assessment of their child, by reminding them to return Proud Clouds and valuing their responses
7. Assist in ensuring that communication books of all the children are checked daily and updated as necessary.
8. Provide cover for all of the above during absence/annual leave of other Nursery Nurses, as required
9. Attend school trips and other extra-curricular activities involving Early Years children as required.
10. To supervise activities and provide general support in the after school club, Superstars as required, under the direction of the Childcare Co-ordinator.

Scope:

This job description is current at the date shown below. It is subject to review and variation to reflect changes in the nursery environment and Inspection requirements.

Person specification:

Knowledge

Essential:

- Knowledge of Health & Safety legislation, Children’s Act, Equal Opportunities, Foundation Stage Curriculum
- Experience / knowledge of Inspection requirements
- In depth understanding of safeguarding

Experience

Desirable:

- Demonstrate previous experience of working with children in a school or nursery setting
- Experience of working with children aged 0 to 5 years
- Working as part of a team

Skills

Essential

- NVQ2 or other appropriate childcare qualification
- Good communication skills both verbal and written
- Excellent pastoral care
- Be able to demonstrate excellent time management and organisation skills

Desirable

- Pediatric First Aid Qualification

Competency Band: 4

Key Competencies for the role:

| Our Values | Key Competency 1 | Key Competency 2 |
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| Excellence - Creating and Leading Success | Creating Value Considers how their own job adds values and what impact it has on colleagues and learners | Delivering the vision Understands the vision and their role in the team in delivering excellence |
| Integrity - Supporting and Building Trust | Communicating with impact and empathy Expresses ideas clearly and listens to what others have to say. Asks questions to clarify understanding | Valuing views and needs of others Listens and respects the views of others, accepting the value of different ideas and ways of working |
| Accountability - Delivering and Improving | Delivering value for money Understands that all actions have a cost and chooses the most effective way to do something in a resource efficient way | Driving performance Checks own performance against agreed outcomes and takes corrective action when problems are identified |

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| <p>Collaboration - Engaging and Partnering</p> | <p>Building effective relationships Demonstrates an interest in others and develops a range of contacts outside own team to help get the job done</p> | <p>Engaging others to achieve goals Displays enthusiasm around goals, adopting a positive approach when interacting with internal and external stakeholders</p> |
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Job Family: Early Years

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.