

## Job Description

<b>Job title:</b>	<b>Nursery Nurse</b>
<b>Group:</b>	<b>Schools</b>
<b>Dept/Project/Service:</b>	<b>Danesfield Manor School</b>
<b>Reports to:</b>	<b>Early Years Manager</b>
<b>Usual office base:</b>	<b>Rydens Avenue, Walton on Thames, Surrey KT12 3JB</b>
<b>Grade:</b>	<b>Full Year, 40 hrs p/wk (£18,667 FTE)</b>

### 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 effecting 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.

**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

- Paediatric First Aid Qualification

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.

**Key Competencies for the role:**

<b>Our Values</b>	<b>Key Competency 1</b>	<b>Key Competency 2</b>
<b>Excellence - Creating and Leading Success</b>	Seeks to understand how the services, activities and strategies in their area work together to create value for the learner and client	Communicates the vision to others and works within team to implement it, so delivering excellence
<b>Integrity - Supporting and Building Trust</b>	Creates a positive environment in the team by being open, honest and thoughtful when communicating	Values diversity of opinion and respects and encourages the contribution of others
<b>Accountability - Delivering and Improving</b>	Encourages an awareness of cost with colleagues, using clear examples how to measure cost effective outcomes	Drives performance by giving clear messages about priorities, objectives and accountabilities to team/colleagues
<b>Collaboration - Engaging and Partnering</b>	Actively builds and maintains a network of colleagues and contacts to achieve progress on objectives and shared interests	Communicates effectively and appropriately, actively engaging others to support goals and activities

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***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.***