

ST ANDREWS SCHOOL(BEDFORD)LTD

JOB DESCRIPTION

NAME:

JOB TITLE: Nursery Nurse - Unqualified

RESPONSIBLE TO: Nursery Manager

JOB PURPOSE:

Purpose of Post

- 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.
- 4 To work as a member of the Nursery Team to ensure that all children attending the setting receive high quality care, are kept safe and receive rich and stimulating play experiences, which meet their individual needs.

Key Areas

- o Work with Children;
- o Team Work;
- o Liaise with Parents/carers.

Duties and Responsibilities

- **To work towards an understanding of duties and responsibilities with support of qualified staff.**
- **To take advice and lead from qualified staff whilst carrying out duties and responsibilities as below:**

- 1 Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff;
- 2 To keep a proper record of achievement file on your key children, for parents/carers;
- 3 Work with parents/carers of special needs children to give full integration in the Setting;
- 4 Support all staff and engage in a good staff team;
- 5 Liaise with and support parents/carers and other family members;

- 6 To be involved in out of working hours activities, e.g. training, monthly staff meetings, fundraising events;
- 7 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.;
- 8 Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled;
- 9 Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it;
- 10 Look upon the Setting as a "whole" where can your help be most utilised, be constantly aware of the needs of children;
- 11 Ensure child is collected by someone known to Setting;
- 12 To respect the confidentiality of information received;
- 13 To develop your role within the team especially with regard as a key worker;
- 14 Specific Child Care Tasks:
 - The preparation and completion of activities to suit the child's stage of development;
 - To ensure that mealtimes are a time of pleasant social sharing;
 - Washing and changing children as required;
 - Providing comfort and warmth to an ill child;
- 15 To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- 16 To be aware of the high profile of the Setting and to uphold its standards at all times.
- 17 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.

Childcare and Education

1. Provide high standards of quality within the nursery including the environment, resources and experiences offered to children.
2. Observe, support and extend children's learning.
3. Plan appropriately for children using the Early Years Foundation Stage (EYFS) curriculum for guidance.
4. Maintain accurate and effective children's records.
5. Work in partnership with parents/carers and other family members.
6. Demonstrate good practice with regard to Special Needs and Inclusion.

7. Work with Head of Juniors to continuously improve quality of childcare and education.
8. Ensure that children are kept safe. Understand and, when necessary, follow Child Protection Procedures.
9. Work with SENCO, Local Authority advisors, other settings and health professionals as appropriate.
10. Comply with the statutory framework for the EYFS.
11. Be a Key Person carrying out all related responsibilities in building relationships with a small group of children and their families.

Health and Safety

1. Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
2. Ensure the general cleanliness of the children at all times.
3. Adhere to all Health and Safety policies and procedures.
4. Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
5. Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.

Operational

1. Promote the nursery to current parents and potential new parents.
2. Work with the Nursery Manager, Joint school Head of EYFS, Head of School and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations.

Staff

1. Work as a team with other staff members.
2. Support and mentor students.
3. Be responsible for participating in all self-development activities including appraisals, supervisions etc.

General

1. Undertake any other duties as reasonably requested by Senior Leadership Team.
2. Adhere to all school policies and procedures.
3. Ensure the school's policies on safeguarding, diversity and equal opportunities are adhered to.