

## Job Description

<b>Job Title</b>	Senior Nursery Nurse (2021
<b>Range</b>	P16 -P20
<b>Reports to</b>	Head of School, Deputy Head of School
<b>Purpose of Post</b>	<ol style="list-style-type: none"><li>1. To assist in aspects of children's daily lives, through social, emotional, educational and practical interaction</li><li>2. To oversee, maintain and organise a clean, tidy, child-friendly environment, providing a clear balance of nurture and education</li><li>3. To plan, observe and keep records that inform parents and carers about their child's day.</li></ol>
<b>Hours of Work</b>	Monday to Friday, 37 hours per week, Term Time plus 10 days
<b>Main Duties</b>	<ul style="list-style-type: none"><li>- To plan and set up a programme of activities suitable to the age range of children in your care</li><li>- To prepare the children's records in your care and plan reviews for parents/carers</li><li>- To work with parents/carers of all children, liaising with and supporting parents/carers and other family members</li><li>- To ensure good standards of hygiene and cleanliness are maintained at all times</li><li>- To ensure confidentiality of information received</li><li>- To develop and maintain good relationships, systems and communications with parents/carers/carers to facilitate day-to-day caring needs</li><li>- To actively promote and support the safeguarding of children and young people in the workplace</li><li>- To use assessment and data accurately to monitor and evaluate the attainment and progress of different groups of pupils within the setting</li><li>- To use a range of strategies to manage effective learning behaviour</li><li>- To have experience of planning and delivering high quality provision for children including those with SEN / EAL and the More Able</li><li>- To demonstrate a thorough understanding of Child Protection and safeguarding policies, procedures and legislation</li><li>- To liaise effectively with other staff and services to support the needs of learners</li><li>- To have a flexible approach to work and enjoy being a good team member</li></ul>

	<ul style="list-style-type: none"><li>- To be able to manage own work load effectively and respond to tight deadlines</li><li>- To be able to demonstrate good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships</li><li>- To respect diversity and promote equality in all aspects of the role</li></ul>
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### Senior Nursery Nurse - Person Specification:

Essential	Desirable
<b>Skills, aptitude, knowledge and experience</b> <ul style="list-style-type: none"><li>• Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity</li><li>• An understanding of the Early Learning Goals</li><li>• Knowledge of the National Standards for the regulation of Childcare provision</li><li>• A commitment to the provision of high quality childcare</li><li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li><li>• Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues</li></ul>	<ul style="list-style-type: none"><li>• An understanding of the Foundation Stage curriculum</li></ul>
<b>Personal qualities</b> <ul style="list-style-type: none"><li>• Good organisational, record keeping and planning skills</li><li>• Punctuality</li><li>• Excellent communication skills, with children, colleagues, advisors and parents/carers.</li><li>• Patience</li><li>• Reliability and trustworthiness</li><li>• A positive approach to inclusive practice, with children and colleagues</li><li>• Enthusiasm for working with young children</li></ul>	<ul style="list-style-type: none"><li>• Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening</li><li>• Able to work in small teams</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• The ideal candidate will hold a minimum Level 3 qualification in childcare / early years (Early years degree qualification desirable)</li></ul>	

This post requires a CRB check as there may be periods of unsupervised access to children. An Enhanced CRB and satisfactory references would be obtained prior to commencement of employment.