

JOB DESCRIPTION DOVEDALE NURSERY CIC

JOB TITLE: Nursery Keyperson

RESPONSIBLE TO: Nursery Manager

RESPONSIBLE FOR: No subordinate staff

PURPOSE OF JOB: To provide a stimulating and caring environment for the children who attend the nursery ensuring their personal needs are met

MAIN TASKS AND RESPONSIBILITIES:

- 1. Nursery Duties**
- 2. General Responsibilities**

- 1. Nursery Duties**

- 1.1 Meets individual children's needs and promotes their welfare.
- 1.2 Plan and evaluate activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.
- 1.3 Encourages the good behaviour and deal with any discipline problems as they arise, according to nursery policy.
- 1.4 Uses initiative to research new strategies, and offers support to staff with addressing behavior concerns and putting strategies in place.
- 1.5 Ensures the security of the nursery premises and safeguarding of the children.
- 1.6 Promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill or hurt.
- 1.7 Carries out basic First Aid treatment as required.
- 1.8 Maintain accurate Individual Learning Journeys, developmental and progress records on all key children, liaising with parents and carers.
- 1.9 To attend all staff meetings and external training and updates requested by the nursery

2. General Responsibilities

- 2.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
 - 2.2 Complies with all College policies, practices and procedures.
 - 2.3 Takes responsibility for safeguarding and promoting the welfare of children.
 - 2.4 Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
 - 2.5 Participates in and promotes the Staff Development and Appraisal schemes.
 - 2.6 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.