

Job Description

Nursery Nurse / (Level 3 upwards)

Purpose of Post

- To contribute towards 'managing' high standards of childcare; alongside the requirements of the Early Years Foundation Stage.
- To work effectively within the nursery team.
- To assist in ensuring that planning and routines are effective.
- To assist in ensuring that planning and observations reflect the Early Years Foundation Stage.
- To confidently contribute to the leadership of the nursery team in the interests of providing excellent childcare and a quality service.

Key Areas

- To assist in ensuring that the nursery team respond to the individual needs of all children in our care.
- Liaise with and effectively lead colleagues.
- Liaise effectively with parents and respond to concerns promptly and professionally, in accordance with the associated policy.
- Liaise with higher management effectively.
- To enthuse colleagues and encourage team cohesion.
- To ensure that SAFEGUARDING CHILDREN remains priority.
- Ensure that safeguarding protocol and associated procedures are strictly adhered to at all times.
- To aspire to higher education within the sector.
- To embrace Continued Professional Development.

Responsible to: Directors / Nursery Manager / Assistant Manager

Duties and Responsibilities

- To observe and support the implementation of a programme of activities that are age appropriate and reflect the Early Years Foundation Stage.
- To observe and support the completion of daily diary records, (as required) and any other information collated in respect of the childcare that we provide.
- To work in close partnership with parents ensuring that where practical and achievable their expectations are met.
- To support and lead all staff and engage in a cohesive and effective team.

- To attend all staff meetings.
- To be flexible and accommodate Management requests as deemed relevant and appropriate to your post.
- To undertake domestic chores as requested by Nursery Management.
- To maintain vigilant supervision of all children in efforts to minimise accidents/incidents.
- To complete accurate medication and accident forms as per associated policies.
- To respect confidentiality at all times and ensure that conduct and practice reflects the associated policies and procedures.
- To ensure that significant experiences and achievements are suitably documented in respect of children's individual learning journeys/ Tapestry accounts.
- To share learning journeys/ (Tapestry) and their content with families in the interests of good practice and effective partnerships.
- To ensure that children are encouraged to take ownership of learning journeys, (Tapestry) and actively participate in their collation.
- To ensure that diversity is fully embraced in all aspects of the childcare and education that we provide.
- To ensure that children's behaviour is 'managed'/supported at age appropriate levels, and in consideration of the associated policies and procedures.
- To be aware of the high profile of the nursery and to uphold its standards at all times.
- To ensure that continued inappropriate behaviour of children is effectively managed alongside agreed behaviour plans and relative strategies.
- To ensure that personal practice reflects organisational requirements.
- To monitor the performance of colleagues and take necessary actions as deemed relevant to the post. Liaise with higher management as necessary.
- To assist in the successful implementation of all policies and procedures as support colleagues as required.
- To assist the Nursery Manager as required.
- To ensure that children are effectively observed in the interests of confirming that behaviour and achievements are desirable in consideration of age and development stages. Where this is not so corrective actions/strategies must prevail in the interests of successfully supporting the individual needs of children.
- To strictly observe and adhere to all company policies and procedures; both mandatory and organisational.

22. Job description NN

OP. Recruitment and selection