

JOB DESCRIPTION - NURSERY NURSE

Purpose of Post

- 1 To provide a high standard of physical, emotional, social and intellectual care for children placed in the nursery, Safeguarding Children – putting their welfare, care and development first.

Key Areas

- 1 Work with Children
- 2 Team Work
- 3 Liaise with parents

Responsible To:

Nursery Manager

Duties and Responsibilities

1. Safeguarding Children – putting their welfare, care and development first.
2. To provide high quality care for children and their families.
3. Plan and provide a curriculum appropriate to the age range of the children whilst developing your role as a key worker within the team.
4. Plan and provide a curriculum in conjunction with other staff whilst meeting the requirements of the Ofsted standards.
5. Liaise with the local primary school teachers and prepare reports that will assist in the children's smooth transition.
6. To support parents and families in the successful admission and transition of their children.
7. To keep a proper record of achievement file on your key children, for parents.
8. To report and assist management on any suspicious or suspected non – accidental injury complying with Daisy Chains child protection policy and the Area Child Protection guidelines.

9. To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and adhering to risk assessments.
10. To take responsibility for a group of children during any building evacuation.
11. Work with parents of special needs children to give full integration into the nursery whilst establishing Individual Education Plans as necessary.
12. Ensure child is collected by someone known to nursery.
13. Ensure the child surrounding are varied and interesting – Nursery routines involves heavy lifting.
14. Specific Child Care Tasks:
 1. The preparation and completion of activities to suit the child's stage of development.
 2. To ensure that mealtimes are a time of pleasant social sharing.
 3. Washing and changing children as required.
 4. Providing comfort and warmth to a sick child.
15. To supervise and manage student placements and prepare accurate and concise reports to the manager or college tutors.
16. To actively promote and support Daisy Chains equal opportunities policy and to ensure the nursery functions in an anti oppressive manner.
17. To take responsibility for the securing of the building, resources and property as required.
18. Support all staff and engage in a good staff team.
19. Liaise with and support parents and other family members.
20. Liaise with other professionals as necessary.
21. To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fair, Christmas party, etc.
22. Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it.
23. To respect the confidentiality of information received.
24. To be aware of the high profile of the nursery and to uphold its standards at all times.
25. Undertake, if deemed necessary the in house training schedule and then coach new employees with the training manuals where appropriate.

26. Comply with Daisy Chain's Policies and Procedures at all times.
27. To undertake other duties commensurate to the post as required by the nursery.

Teamwork

The promotion of positive relationships of trust and care are considered a priority. You will work as part of a team, and will maintain a close working relationship with other colleagues, parents, children and other agencies in the promotion of good childcare.

Environment

Daisy Chain operates a no smoking policy. There will be regular lifting and handling of children and equipment required within this post.

Working Conditions

Annual Leave: 4 weeks holiday (pro rated for part time workers) plus bank holidays. Three days holiday must be saved for the period between Christmas and New Year when the nursery is closed. (Part time staff will depend on days worked as to holiday needed to save).

Hours: Full time is 40 hours per week over 5 days.

Part time is 8 hours per day; days will be subject to post applied for.

Early and late shifts form part of the normal working pattern.

Training

All staff are expected to maintain a current awareness of professional and service issues and to be responsible for their own development. Further opportunities for training and development will be made available to all staff. Mandatory qualifications will be expected to be undertaken and then updated at relevant periods.

Qualifications

You will hold a relevant qualification either NNEB, BTEC in nursery nursing, CACHE Diploma in Early Years Care and Education or NVQ Level 3 in Early Years Care and Education.