



Nursery Nurse Job Description and Person Specification

Job Title: Nursery Nurse

Reporting to: Head of Early Years

Job Summary: As a member of our school team, working under the direction of the class teacher to provide a broad, balanced, stimulating and differentiated curriculum that meets each child's needs. Also, to provide high quality care for the children in school, in partnership with parents and carers and to follow all agreed school policies.

Main Purpose of the job:

1. To contribute and plan for the preparation, delivery and evaluation of learning to develop the children's physical, emotional, social and moral development.
2. To provide a healthy, stimulating and safe environment.
3. To develop and maintain professional links with parents, carers and other agencies.

Key Duties and Responsibilities:

1. Work as a member of a team, contributing to the planning, preparation, delivery and evaluation of learning experiences to enhance children's physical, intellectual, emotional, social and moral development.
2. Share in making decisions and recommendations about practice, routines and organisation of space, to maximise achievements of all children.
3. Be responsible for working with groups of children on planned learning experiences as agreed by the class teachers.
4. Prepare, set up, manage, and clean up materials and equipment, in both indoor and outdoor learning areas.
5. Work with the teacher in the overall observation, assessment and recording of the development of individual children with reference to the school's policies.
6. Be responsible for elements of record keeping and planning.
7. Plan and evaluate daily, weekly and each term to meet the needs and interests of individual children.
8. Positive management of children's behaviour.
9. Providing feedback to class teacher on day to day issues.
10. Maintain effective, professional relationships with colleagues and parents.
11. Attendance at some staff meetings.
12. Contribution to whole school policies and ensure their implementation.
13. Implement the schools' equal opportunities policy fully and work actively to overcome discrimination and stereotyping. Provide an environment that allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender.
14. Administer first aid and comfort to sick children. (training will be given)
15. Monitoring and keeping accident records and risk assessments.

16. Be aware of Health and Safety issues and the welfare of the children at all times.
17. Be aware of child protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated child protection officer.
18. Supervision of meals and mealtimes.
19. Participating in parents' evenings, publicity, open days and children's outings.

Person Specification – Nursery Nurse

- Childcare qualification Level 3 (minimum)
- Paediatric First Aid qualification (or willing to train)
- To know what factors make an effective EYFS learning environment
- Knowledge and understanding of the EYFS curriculum
- Good communication skills, both oral and written
- To be able to contribute towards planning, making observations and written report
- Have an awareness of equal opportunities and inclusion
- Able to keep confidentiality, not to be judgemental and to have knowledge and understanding of appropriate child protection procedures
- Attend INSET and training as required
- Keen, enthusiastic and positive team player
- Ability to meet and adhere to deadlines
- Smart and tidy appearance at all times
- Work hard and enjoy your job!

It is important to note that this job description is a guide to the work you will be required to perform. You may also be required to undertake such other comparable duties as the Heads/DFO require from time to time.

This job description will be reviewed each year. It may be subject to modification or amendment at any time after consultation with the holders of the post.

Merchant Taylors' Schools' are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.