



**ALL STAFF MUST**

Keep up to date with current practices and legislation and advise the Directors for consideration.

Carry out tasks as described in the company's Quality Manual, operating and completing associated paperwork as laid down.

Undertake any duties within your capabilities as instructed by the Directors/Managers eg preparing material for Bulletins, displaying childrens work, showcasing the nursery via window artwork, raising maintenance requests, preparing and serving food, etc.

Abide by the Company's Standard Conditions of Employment as laid out in your Rules and Standard Conditions of Employment, as supplied.

To be flexible with the working practices of the Nursery including undertaking domestic tasks, eg preparing food, cleaning equipment, etc. To attend all out of working hours activities, e.g. training, staff meetings, parents evenings, Open Days, Christmas party, etc

To take exceptional care with your own personal hygiene and cleanliness of uniforms creating a good example to the children in our care.

**REPORTING RESPONSIBILITY**

Direct	Manager - ON SITE
In absence	Deputy Manager - ON SITE or Director/Manager - OFF SITE
<i>Indirect:</i>	<i>Jean Hindmarsh - COMPANY SECRETARY</i>
<i>Ultimately:</i>	<i>Stewart Hindmarsh - MANAGING DIRECTOR</i>

It is the responsibility of the employee to identify training and development needs, in line with nursery requirements. It is the responsibility of the Directors/Manager & Lead Practitioners to identify training and development courses/sources and to make available resources for training and to support staff in any of their vocational training development.

**Job Description**

**Nursery Nurse**

**Purpose of Position**

To work under the direction of the Directors/Managers & Lead Practitioners and Deputy Managers supporting the aims and objectives of the Nursery and to assist the Directors in providing high quality care at all times displaying your enjoyment of being with children.

To provide Ofsted Outstanding standards of child care and education, which includes the monitoring and reviews of provision and the ability to set appropriate limits for children.

To provide a stimulating, safe and caring environment in which all children can develop emotionally and socially through individual attention and group activities.

To promote the nurseries at every opportunity including contacting health visitors, doctors' surgeries, etc. and to showcase the nursery during an Ofsted inspection to achieve Outstanding status.

To support and mentor other practitioners and model the skills and behaviours that safeguard and promote good outcomes for children.

To assist with planning and monitoring of Early Years Foundation Stage (EYFS) learning, preparing, planning, attending meetings and facilitating learning within the nursery. This includes helping every individual child to achieve to their full potential and measuring these achievements against pre set learning goals.

To support all staff as agreed by the Directors/Manager & Lead Practitioners particularly in cascading your enthusiasm, experience and knowledge to all other colleagues.

To focus on excellence of communication in all areas and at all levels ensuring that the internal and external customer markets are fully satisfied.

To respect and understand the confidentiality of information received at all times and not to take any child/parent/carer off the premises without approval from the company Directors.

The company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Main Duties

1. To assist the Directors/Managers & Lead Practitioners in maximising the nursery population by securing registrations from parents/carers for their current and future childcare needs by telephone, face to face and any other method, including showing parents/carers around the Nursery and to issue nursery information as requested.
2. To ensure that any maintenance requests are made in a timely manner and that equipment and consumables are safe and relevant to each age group setting.
3. Through the implementation of the EYFS, with up to date and accurate learning journey plans, maintain a comprehensive programme of activities and equipment which relates to the individual needs of each child. To interact with children during play, rest and mealtimes.
4. Through the implementation of the EYFS, help children learn to respect people of different race, ability, gender, religion or culture.
5. To monitor and record child development files and learning journeys and ensure children's information /details are kept up to date/accurate. Ensure any changes in children's information is reported to the Manager & Deputy Manager.
6. To ensure the highest standards of safety, hygiene and cleanliness are maintained indoors and outdoors at all times by the creation of relevant risk assessments and the timely completion of daily/weekly/monthly tasks and records.
7. To appropriately follow the directions of use for D2 & D10 specialist cleaning sprays.
8. Through the Nursery's Key Worker system liaise with parents/carers, other family members to encourage them to participate in their child's learning and development ensuring that the particular needs of children are met and that parental choice is considered in terms of care given.
9. To liaise with outside agencies as and when required eg health visitors
10. To assist the Directors/Managers with the efficient upkeep of the building decor and maintenance/stock of equipment, furnishings and fittings.
11. To make all staff aware of the Nurseries policies and procedures including those on Child Protection, Health and Safety and The Special Educational Needs, Code of Practice, always dealing honestly with self and others.
12. To assist in maintaining accurate records on the nursery computer system including child and staff attendance, sickness, holidays, training, allergies, food preferences and to supply these in a timely manner to nursery staff, Directors/Manager & Lead Practitioners as specified.
13. To assist the Directors/Manager & Lead Practitioners with inductions of new staff, trainees, work experience and volunteers and to assist with their personal development and training.
14. To protect the health, safety and welfare of all children at all times within the Nursery and be familiar with the nursery's first aid stations and fire alarm system all emergency escape routes and follow up actions.
15. To assist in organising Open Days, coffee mornings. Children's outings to the park, wildlife, farm, and special and specific Fundraising events for charities, etc.
16. To assist in organising birthdays, Christmas presents and parties with Santa, Nativity and carol services and Easter eggs.
17. To assist in ensuring that any pets are kept in clean cages or tanks, well fed and watered and provision made during nursery holidays/festive closures for their care.
18. To be allergy aware at all times and when required be prepared to undertake any allergy medical training that a child in your care may require eg Epi pen.
19. To competently operate the nursery's traffic light placemat system to ensure that individual dietary and allergen safety is always achieved.
20. To operate and maintain the outdoor changing areas/log cabin ensuring children have the correct attire to play outdoors whatever the weather