



Job Description Nursery Nurse

Operational

- Supporting and liaising with the Manager, Deputy Manager, Supervisory Nursery Nurses and colleagues on a daily basis
- Maintaining security
- Working within the required standard, ratios and conditions of registration
- Adhering to New Line Learning Policies and Procedures and complying with the Children's Acts of 1989 and 2004
- Possessing a thorough knowledge of Ofsted/CSSIW/Care Commission day care standards and effectively implementing these requirements
- Supporting and monitoring EYFS statutory framework (England) to ensure each child develops within a stimulating environment
- Ensuring the nursery offers an environment which reflects the cultural diversity of all children
- Completing children's developmental and observation records
- Supporting the Manager, Deputy Manager and Supervisory Nursery Nurses in organising and attending a minimum of two parents/carers' evenings per year
- Attend monthly meetings when requested by the manager.
- Supporting the Manager, Deputy Manager and Supervisory Nursery Nurses in organising and attending events that publicise the nursery; these may include fundraising charity events and open weekends
- Supporting the Manager, Deputy Manager and Supervisory Nursery Nurses in developing and maintaining links within the local community to create a positive nursery profile
- Supporting the Manager, Deputy Manager and Supervisory Nursery Nurses in creating and maintaining successful and professional partnerships with parents/carers
- Ensuring close supervision of children during all meal times and adhering to the allergy and dietary requirements of all children within the nursery
- Following Little Learners procedures for the positive management of children's behaviour
- Adhering to the Little Learners Safeguarding reporting procedures
- Any other duties appropriate to the post as directed by the Nursery Manager, Deputy Manager Room Leaders Nursery Nurses and Area Manager

Personnel

- Supporting students, volunteers and regular visitors to the nursery
- Providing a positive role model to colleagues, students and visitors to the nursery
- Attending regular staff meetings
- Attending regular internal and external training

Health and Safety

- Compliance with health and safety legislation
- Remaining aware and observant of all health and safety issues in the nursery and where possible reducing the risk of any accident, even in the absence of a risk assessment
- Maintaining the highest standards of cleanliness/tidiness within the nursery
- Carrying out health and safety checks as outlined within Little Learners Policies and Procedures
- Being aware of the outcome of risk assessments and fully implementing the specified controls

- Completing accident and incident records effectively
- Ensuring the Little Learners medicine procedures are adhered to
- Maintaining allergy management systems in line with Little Learners policy