

NNEB Job Description

Purpose of Post

- 1 To provide a high standard of physical, emotional, social and intellectual care for children placed in the nursery;
- 2 To give support to other personnel within the nursery;
- 3 To implement the daily routine in the nursery.

Duties and Responsibilities

- 1 Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff;
- 2 Regularly evaluate the children's development and keep a proper record of achievement file on your key children, for parents/carers;
- 3 Work with parents/carers of special needs children to give full integration in the nursery;
- 4 Support all staff and engage in a good staff team working relationship;
- 5 Liaise with and support parents/carers and other family members;
- 6 To prepare and complete activities to suit the child's stage of development
- 7 To be involved in out of working hours activities, e.g. training, monthly staff meetings, fundraising events;
- 8 To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.;
- 9 Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled;
- 10 Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it;
- 11 Look upon the Setting as a "whole" where can your help be most utilised, be constantly aware of the needs of children;
- 12 Ensure child is collected by someone known to nursery;
- 13 To respect the confidentiality of information received;
- 13 To develop your role within the team especially with regard as a key worker;
- 14 Specific Child Care Tasks:
 - The preparation and completion of activities to suit the child's stage of development;
 - To ensure that mealtimes are a time of pleasant social sharing;

- Washing and changing children as required;
 - Providing comfort and warmth to an ill child;
- 15 To ensure the nursery of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- 16 To be aware of the high profile of the nursery and to uphold its standards at all times.
- 17 To actively promote and support the safeguarding of children and young people in the workplace, ensuring academy policies and procedures are observed at all times.

Nursery Nurse - Person Specification:

Essential	Desirable
Skills, aptitude, knowledge and experience <ul style="list-style-type: none"> • Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity • An understanding of the Early Learning Goals • Knowledge of the National Standards for the regulation of Childcare provision • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities 	<ul style="list-style-type: none"> • Interest in the care, learning and development of young children • An understanding of the Foundation Stage curriculum
Personal qualities <ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers/carers. • Patience • Empathy with children, colleagues and parents/carers/carers • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with young children 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening • Able to work in small teams
Qualifications <ul style="list-style-type: none"> • Completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Certificate for the Children & Young People's Workforce, NVQ Level 2 in Children's Care, Learning and Development – or be working towards completion 	<ul style="list-style-type: none"> • Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and

<ul style="list-style-type: none"> • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace 	<p>Development – or be working towards completion</p> <ul style="list-style-type: none"> • Completion of Safeguarding Awareness course (Group 2) • Health & Safety certificate • First Aid certificate • Completion of other relevant courses
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This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.