



JOB DESCRIPTION

Title:	Nursery Nurse
Grade:	Other
Activity:	Regulated
Contact Hours:	40 hours per week
Responsible to:	Nursery Manager

Key role objective

To provide the highest level of care and education for children attending the Nursery.

Main Duties

The post holder will:

Care and Education

1. Develop high quality relationships with all children ensuring that their individual and personal needs are met.
2. Contribute to the planning and implementation of the curriculum ensuring that activities are inclusive, age appropriate, culturally diverse and enables development through the EYFS.
3. Plan and lead on activities that challenge and engage children and build on what they know and can do over time.
4. Ensure that the Nursery environment is welcoming, happy, nurturing, stimulating and provides exceptional and rich experiences for children.
5. Support children to be independent and confident and give them the best possible start to their early education.
6. Model excellent practice, behaviour and use of language always.
7. Carry out timely observations of children and record their progress and achievements. All records should be kept up to date.
8. To act as a key worker for a number of children.
9. Provide feedback to parents on the development, learning and progress of their child.
10. Work with parents or carers to enhance the experience of the children through the home environment.
11. Support with leading the room in the absence of the Room Senior.

12. Attend staff and room meetings, planning meetings and relevant training courses to keep up to date with changes to policy and practice.

Working with Others

1. Be a positive, supportive and effective member of a Nursery room team and the Nursery as a whole.
2. Work in partnership with parents to support children's learning and development and the promotion of their well-being.
3. Work with other professionals as appropriate to support children's learning and development and the promotion of their well-being.
4. Be prepared to help when needed in all areas of the Nursery. For example, carrying out domestic tasks such as snack preparation and cleaning.
5. Support with mentoring new staff, Apprentices, students on work placements and/or volunteers.
6. Uphold the high regard in which the Nursery is held.

Safeguarding, Health and Safety

1. Ensure that all children are and feel safe, secure and happy.
2. Read, understand and implement all policies, procedures and operational practices to ensure the safeguarding, health, safety and well-being of children, parents, the team and any visitors to the Nursery.
3. Ensure confidentiality, where appropriate is maintained.
4. Undertake training in paediatric first aid, child protection and if required food hygiene.

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in the Nursery and Exeter College Services Limited.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

Reviewed: Dec 2023

PERSON SPECIFICATION

Nursery Nurse



Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	- A commitment to the provision of high quality care and education	✓	✓
	Desirable:		
	- Previous experience of working with children aged 0-5 years.	✓	✓
	- An understanding of the Early Years Foundation stage (EYFS) curriculum	✓	✓
Skills & Abilities	Essential:		
	- Able to inspire and motivate children	✓	✓
	- Excellent written and oral communication skills with children, colleagues and parents/carers	✓	✓
	- Excellent organisational, record keeping and planning skills		✓
	Desirable:		
	- Good IT skills		✓
Qualifications	Essential:		
	- A full and relevant Level 3 Childcare qualification	✓	
	- GCSE English at grade 4/C (or higher) or equivalent	✓	
	Desirable:		
	- GCSE maths at grade 4/C (or higher) or equivalent	✓	
	- Paediatric First Aid.	✓	
	- Food Hygiene	✓	

Personal Qualities	Essential: <ul style="list-style-type: none"> - Team player - Creative - Reliable and dependable - Caring - Positive - Child-centred - Enthusiastic and excited to work with children 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
Mandatory Requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 		✓ ✓

Reviewed: Dec 2023