

BRIEF FOR THE POSITION OF Nursery Nurse



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Nursery Nurse



Welcome

The Downs Malvern is a busy, vibrant and successful co-educational preparatory school for boarding and day children aged between 3 and 13 years. The school is situated in extensive, beautiful and safe grounds on the Herefordshire side of the Malvern Hills. The facilities are first class and, through a wide range of exciting and challenging opportunities, we are able to offer each child an outstanding preparatory education.

In November 2022, The Downs Malvern joined the Malvern College Corporation. The College is a co-educational day and boarding school, for 650 pupil aged 13-18 years, with most of The Downs Malvern's pupils joining in Year 9. The Malvern brand is globally strong with sister schools in Qingdao, Chengdu, New Cairo, Hong Kong and Tokyo. In total, more than 4,400 pupils experience a transformational Malvern College education around the world. The Malvern College Family of Schools also includes thriving enterprise and guardianship companies, in addition to a well-established fundraising and alumni relations society.

Thank you very much indeed for your interest in the position of Nursery Nurse at The Downs Malvern. This is an exciting opportunity to join a forward-looking team early in a new chapter for the Malvern College Family of Schools, building on an inspiring 158-year history.

We are looking to appoint to the role of Nursey Nurse, who will be responsible for supporting children aged between 6 months and 2 Years / 2 Years and 3 Years at The Downs Malvern. The post holder will work closely with the Nursery Manager to ensure the Nursery provision at The Downs Malvern remains at a consistently high standard. They will also have a deep knowledge of Early Years Education.

This is a chance to be part of a high calibre team in a culture that emphasises the development of people.

If this role is an opportunity that excites you, and you believe that you have the necessary skills, experience and attributes, then we would be delighted to receive your application.

Nursery Nurse

Job description

Job Title

Nursery Nurse

Responsible to

Nursery Manager

Purpose of the post

The post holder will be responsible for supporting children aged between 6 months and 2 Years / 2 Years and 3 Years at The Downs Malvern. The post holder will work closely with the Head of Nursery to ensure the Nursery provision at The Downs Malvern remains at a consistently high standard. They will also have a deep knowledge of Early Years Education.

1 Family	4 Countries	9 Schools
4,400 Pupils	1,630 Staff	1 Society

Areas of Responsibility

Key Responsibilities

- As part of the Key Person approach, to assist with maintaining the pupils' learning journals, including recording children's interest and progress in short. You will be responsible for writing the Age Two Progress Check report for each of your key children.
- Provide regular objective and accurate feedback and reports to the Nursery Manager on children's achievements, progress, concerns or other matters, and to ensure observations have been checked before entering into the pupils' learning journals.
- To review and follow EHCPs, care and support plans as set out by the Nursery Manager and SENDCO
- Interact with children during playtimes and lunchtimes, ensuring they are safe, engaged, cooperating, happy and well supervised – ensuring children's wellbeing.
- Supervise and support children either within a classroom environment, small groups or individuals and ensure all children, including those with special needs, are safe and accessing the learning
- Encourage child interaction, engagement and motivation with teacher-led or child initiated activities
- Attend to children's personal needs and ensure children's welfare and care are met in the upmost sensitive manner; following safeguarding and health and safety policies, including toilet breaks and the changing of wet and soiled children.
- To actively support a two-way flow of information between the nursery and parents carers of the children.
- To support the smooth transitions between settings of the children in your group.
- To undertake supervision duties in the setting in accordance with agreed rotas

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Other Professional Requirements

- To attend and participate in staff INSET days as directed.
- To participate in the school professional development and supervision programmes and professional and personal skills to achieve agreed targets.
- To provide cover for absent staff for short periods when directed.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the school at all times.
- To maintain confidentiality at all times and observe the Data Protection guidelines.

Safeguarding Responsibilities

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact;
- Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves significant contact with children and the post holder will be responsible for children. The post holder will be considered to be in regulated activity.

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Person Specification

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> ➤ Minimum Level 3 diploma in childcare, early years, teaching support/assistant. Must hold a qualification that meets the Early Years Criteria to be counted in the level 3 ratios. ➤ GCSE or equivalent English and Mathematics Grade C or above. ➤ Current paediatric First Aid Certificate or willingness to undertake training. 	<ul style="list-style-type: none"> ➤ Evidence of recent safeguarding training.
Experience, Knowledge and Understanding	
<ul style="list-style-type: none"> ➤ Experience of working with children aged 0 – 4 years in a childcare setting. ➤ Experience of recording observations and supporting others in planning for children's learning in EYFS. ➤ Experience of working in partnership with parents. ➤ Knowledge of EYFS learning, development and welfare and safeguarding requirements. ➤ Knowledge of the value of working in partnership with parents 	<ul style="list-style-type: none"> ➤ Experience of working with children with additional needs ➤ Experience of using Family or alternative ➤ Knowledge of recent developments in early years' education ➤ Knowledge of the importance of child attachment
Role Related and Personal Skills	
<ul style="list-style-type: none"> ➤ Enthusiastic and energetic ➤ A team player ➤ Good organisational skills ➤ Resilient and Resourceful ➤ Ability to make decisions quickly and solve problems as and when they arise ➤ Ability to communicate effectively with pupils, staff, and parents ➤ All applicants need to have the Right to Work in the UK to be considered for the role. ➤ A positive approach and warm approachable manner. ➤ Effective verbal and written communication skills. ➤ Flexible, including a willingness to assist Open Mornings ➤ Able to follow instructions. ➤ Be competent in the use of ICT to support record keeping in the setting ➤ Ability to write reports and keep clear and accurate records 	

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Skills to Thrive

All staff are expected to model and promote The Downs Skills to Thrive, which are:

- Collaboration
- Communication
- Reflection
- Resilience
- Curiosity
- Motivation
- Creativity



Hours and Benefits

Our preference would be for the successful applicant to work up to 40 hours per week, on a shift pattern between 8am to 6pm, 49 weeks per year. There will be a 3 week shut down period.

- 25 days' holiday per annum plus public holidays.
- Contributory pension scheme with Scottish Widows (successful candidates will be auto enrolled after successfully completing 3 months service).
- Generous membership terms (family and personal) for the College Sports Facility.
- Free on-site parking
- Cycle-to-Work scheme.
- Free access to the Malvern College Library.
- Personal Accident Insurance cover.

Application Process

Applicants may contact the Headmaster, Mr Andrew Nuttall to discuss the post if they wish. Mr Nuttall can be contacted by email: andrew.nuttall@thedownsmalvern.org.uk

Full details of working at The Downs and our Application form can be found on our website:

<https://www.thedownsmalvern.org.uk/about-the-downs/job-vacancies.html>.

If you have a query regarding the application process, please contact the Human Resources team either via email humanresources@malverncollege.org.uk or by phone 01684 581647.

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General Requirements

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Malvern College's legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Malvern College and The Downs Malvern are committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Malvern College and The Downs Malvern exist to provide a quality all round education for pupils aged 3 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. An online search will also be carried out as part of due diligence on all short-listed candidates.