

Nursery Nurse –Person Specification

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Interest in the care, learning and development of young children • An understanding of the Early Learning Goals • Knowledge EYFS Statutory Requirements • 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"> • Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity
<p>Personal qualities</p> <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, eg. if the setting hosts a Parent's Evening • Able to work in small teams
<p>Qualifications</p> <ul style="list-style-type: none"> • Completion of a recognised Level 2 Childcare qualification, eg. NVQ 2 in Children's Care, Learning and Development – or be working towards completion • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace 	<ul style="list-style-type: none"> • Completion of a recognised Level 3 Childcare qualification, eg. NVQ 3 in Children's Care, Learning and Development – or be working towards completion • Health & Safety certificate • First Aid certificate • Completion of other relevant courses <ul style="list-style-type: none"> • Food Hygiene

This post requires a DBC 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.

JOB DESCRIPTION – Nursery Nurse

Melrose Day Nursery – Sale

Purpose of Post

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

Key Areas

- 4 Work with Children;
- 5 Team Work;
- 6 Liaise with Parents/carers.

Hours of Work

Monday to Friday, 7.30am – 6pm

Pay

To Be Discussed

Responsible to

Senior Nursery Nurse / Manager

Line Management Responsibilities

Supervision of Trainees/ students and Nursery Assistants as required by Manager/Deputy Manager

Duties and Responsibilities

- 1 Operate a programme of activities suitable to the age range of children in your room in conjunction with other staff;
- 2 To 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 Setting;
- 4 Support all staff and engage in a good staff team;
- 5 Liaise with and support parents/carers and other family members;
- 6 To be involved in out of working hours activities, eg training, monthly staff meetings etc
- 7 To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, eg preparation of snack meals, cleansing of equipment etc.;
- 8 Work alongside the manager and staff team to ensure that the philosophy behind the nursery is fulfilled;

9 Recording accidents in the children's file.

10 Look upon the Setting as a "whole" where can your help be most utilised, be constantly aware of the needs of children;

11 Ensure child is collected by someone known to Setting;

12 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 Setting 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 setting and to uphold its standards at all times.