



JOB DESCRIPTION - NURSERY NURSE

Full-time 4 days per week, NVQ level 3 Essential

Main Purpose of your Role:

To deliver high quality childcare, to fully meet the needs of our children's physical, emotional, social and intellectual needs. To follow all policies and procedures and the Early Years Foundation Stage framework and any other regulations from Ofsted at all times.

Your Role in More Detail:

Childcare

- Help to provide a programme of activities for children suitable for their age and stage of development and to ensure your key children are working towards their next steps.
- To ensure room is set up well, with a good range of resources and activities on offer for the children, and be aware at all times of the risk assessments applicable to what you have planned.
- To ensure parents and children are greeted in the mornings and all information passed onto other staff.
- To act as a key person for a group of children and observe and monitor your children, so you can keep a full and accurate record of your key children's achievements and development for parents and other professionals, using our Tapestry system.

- To ensure that mealtimes are a time of pleasant social sharing; and encourage children to sit at the table and interact with them throughout mealtimes and snacktimes.
- Meet children's personal hygiene needs and encourage children to help themselves with dressing, toileting and feeding.
- Provide comfort and care to children when they are unwell or upset.
- To ensure the setting is a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.
- Ensure that all activities are conducted safely and monitored throughout.
- Be a positive role model for children
- If qualified administer first aid when necessary and record information
- Ensure that parents are given full information at the end of the day on their child's day at Nursery, with liaison with other staff if required.

Leadership and Management

- To act as a Role Model
- Actively promote Fit N Fun Kids Core values
- Respond positively to difficult circumstances by showing resilience, urgency and calmness.
- Use good judgment and common sense when making decisions

Training and Development

- Be responsible and proactive in your own development
- Keep up to date with current developments in childcare and early year's education.
- Share ideas and best practice with colleagues

- Attend all in-house training and meetings as required

Behaviours

- Use initiative, be proactive, responsive and be decisive
- Be consistently dependable and do the right thing
- Communicate openly and honestly - provide honest feedback
- Treat all children and adults fairly and with respect
- Be approachable and open to being challenged
- Be open to different perspectives and ideas, think flexibly and contribute to new and better ways of doing things
- Support all staff, including apprentices and students and engage in a good staff team
- Appearance meets core standards

Policies and Procedures

- Adhere to all policies and procedures of the company
- To have and maintain good knowledge of the EYFS
- Ensure confidentiality is maintained at all times

Working with Parents

- Welcoming children and parents/carers to the Nursery
- Liaise with and support parents/carers and other family members
- Handing over to parents at the end of the day
- Support working relationships with parents.
- Ensure child is collected by someone know to the Setting

Other Duties

- Adhere to company's vehicle policy, driving carefully and reporting any damage.
- 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, laundry etc.
- Cover in other rooms if required
- Any other duties as specified by your supervisor/line manager

- To be involved in out of working hours activities, e.g. training, staff meetings, fundraising events
- When required work in partnership with external agencies