

Job Profile

Position Details	
Post	Nursery Nurse
Service Area	Deputy Chief Executive / CYPS / Early Help
Reports to	Senior Early Years Officer / Early Years Officer or Deputy Manager of Children's Centre and Childcare services
Grade	Scale 6
Job Family	To be completed by HR

Role Purpose
<p><i>Triangle, Woodside and Park Lane Children's Centres are Haringey Council maintained provisions that provide childcare for families in diverse local communities. We are looking for a Nursery Nurse to support the Early Years Officer in developing and inspiring a high level of care, learning, play and education for children aged 1 year to rising 5 year olds.</i></p> <p><i>We are looking for an Nursery Nurse in supporting the Early Years Officer in developing and motivating a high level of care, learning, play and education for children aged 1 years to rising 5 year olds.</i></p>

Main Responsibilities
<ol style="list-style-type: none"> 1. Take responsibility for developing close professional relationships with an identified group of children and their parents to support children's emotional well being and learning 2. To act as key person and take responsibility for working with groups of children on planned learning experiences across all six areas of learning including preparing, setting up, managing, and clearing up materials and equipment, in both indoor and outdoor learning areas. 3. To take a role in the planning and delivery of the Early Years Foundation Stage curriculum. 4. To make observations and assessments of children's play, progress and behaviour, creating and maintaining Special Books and contributing to the HEYP using Information Technology as appropriate in line with centre's processes and procedures. 5. To foster children's language development, and where appropriate, encourage and support the use of home languages and other communication aids as appropriate 6. To foster children's independence, self reliance confidence and wellbeing. 7. To support children to develop personal care skills including toileting, feeding, and washing.

8. To take small groups of children out of school to develop their interests in their local environment and to support EYOs on organised trips.
9. To support children with a variety of Special Education Needs and Disability (SEND) within the centre.
10. To attend Special Needs review meetings and contribute to any discussions regarding the progress of children in their care. To ensure that children with special needs and disabilities are fully integrated into the provision and to ensure that the requirements of the Disability Discrimination Act and the borough's inclusion policy are implemented.
11. To implement any appropriate actions and targets set at specific meetings for their key children.
12. To be aware of any particular health problems of a child and with the EYO's support administer any medication if willing and after having received appropriate training..
13. Support new children admitted into the centre liaising with EYOs, other members of staff and parents/carers.
14. To maintain effective, professional relationships with colleagues and to carry out programmes and interventions recommended by professional staff operating as part of a team
15. To support children with a range of behaviour management strategies following the centre's ethos and policies and procedures.
16. Work with and supervise children both inside and outside as required helping to provide healthy snacks/milk during each session and during lunchtime meals as appropriate.
17. To attend and contribute to staff meetings/events occasionally out of hours
18. To be familiar with centre's policies helping ensure their implementation.
19. To be aware of government initiatives and contribute to their implementation.
20. To implement the Local Authority equal opportunities policy fully, and to work actively to overcome discrimination and stereotype.
21. To administer basic first aid within the EYFS as appropriate
22. To be aware of Child Protection policies and procedures, identifying and monitoring suspected child abuse and children at risk, reporting to the designated Child Protection Officer
23. To take part in sharing good practice and organising the learning environment
24. To contribute to the selection, making and maintenance of resources.

25. To maintain effective and professional relationships with parents, meeting with them as appropriate (including formal parents meetings) to share information and to develop links by encouraging and promoting parental involvement in a range activities. .
26. To assist and support new starters, volunteers or student placements as part of the schools induction programme.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Experience	
• Working with children 0 – 5	Essential
• Inclusive practice of children with special needs	Essential
• Working in partnership with parents and other professionals	Essential
• Providing a planned, integrated curriculum which advocates play based learning	Essential
• Working as a member of a team	Essential
Skills, Abilities	
• Team work	Essential
• Communication skills – verbal and written	Essential
• Ability to plan, implement, record and review all aspects of work	Essential
• IT Skills – competent use of all main Office packages and web applications	Essential
• Liaise with parents and other professionals	Essential
• Willingness to undertake any other duties commensurate with the post.	Essential
• Student/volunteers and /or staff supervision	Desirable
Knowledge	
• Of child development and learning	Essential
• Good childcare practice	Essential
• Positive work with children with special needs	Essential
• Relevant childcare and education legislation, regulations and procedures (Birth to 3 Matters, Early Years Foundation Stage, OfSTED, Every Child Matters, ChildCare Act 2006)	Essential
• Curriculum planning	
• Child protection procedures and safeguarding principles	Essential

<ul style="list-style-type: none"> Promotion of parental and community involvement Demonstrate a commitment to and carry out duties with regard to the principles of the Council's Equal Opportunities Policy 	Essential Essential Essential
Qualifications <ul style="list-style-type: none"> Recognised education/childcare or Early Years qualification (NVQ Level 3) 	
Commitment to continuing professional development	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ul style="list-style-type: none"> Parents / Carers Colleagues in the Children's Centre Schools Health Professionals Local Authority Community based groups and other early years provider <p><u>Other Information:</u></p> <p>The range of competencies applicable to the post are:</p> <ul style="list-style-type: none"> Self development and Learning Team Work Self discipline and organisation Networks and partnerships Communicating effectively and appreciating diversity Innovation and finding solution Customer focus This position requires the post holder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure
<p style="text-align: center;">Executive head of Childcare Services across 3 Children's Centre</p> <p style="text-align: center;">Deputy Manager of Children's Centre and Childcare services 3 Children's Centre</p> <p style="text-align: center;">Senior Early Years Officer</p> <p style="text-align: center;">Early Years Officer</p> <p style="text-align: center;">Nursery Nurse</p> <p style="text-align: center;">Early Years Officer Assistant</p> <p style="text-align: center;">Centre Assistant</p> <p style="text-align: center;">Cook</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	N		Use of a computer.	Y	5%
Audio typing.	N		Crisis or conflict situations.	N	2%
Walking more than a mile.	N		Manual handling.	Y	40%
Working alone or in isolation.	N		Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	Y	5%
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	Y	1%	Working in awkward positions, e.g. stooping, bending, reaching.	Y	5%
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	Y	5%	Working shifts / unsocial hours, nights.	Y	100%
Outdoor work involving uneven surfaces.	Y	50%	Standing or sitting for prolonged periods.	N	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
			Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	Y	100%	Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A