

Job Profile

Position Details	
Post	Nursery Nurse
Service Area	Deputy Chief Executive / CYPS / Schools & Learning
Reports to	Senior EYO/Team Leader or Nursery Manager/Coordinator
Grade	Scale 6
Job Family	To be completed by HR

Role Purpose
<p><i>Stonecroft is an “Outstanding” and innovative Nursery with friendly, hard working and supportive staff. You will be working as part of a highly motivated and professional team. At Stonecroft we have created an exciting learning environment for children to grow and reach their full potential</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 2 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 EYO's 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 EYO's, 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 of activities. .
26. To assist and support new starters, volunteers or student placements as part of the schools induction programme.

Generic Responsibilities
<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • Working with children 0 – 5 • Inclusive practice of children with special needs • Working in partnership with parents and other professionals • Providing a planned, integrated curriculum which advocates play based learning • Working a member of a team 	Essential Essential Essential Essential Essential
Skills, Abilities <ul style="list-style-type: none"> • Team work • Communication skills – verbal and written • Ability to plan, implement, record and review all aspects of work • IT Skills – competent use of all main Office packages and web applications • Liaise with parents and other professionals • Willingness to undertake any other duties commensurate with the post. • Student/volunteers and /or staff supervision 	Essential Essential Essential Essential Essential Essential Desirable
Knowledge <ul style="list-style-type: none"> • Of child development and learning • Good childcare practice • Positive work with children with special needs • Relevant childcare and education legislation, regulations and procedures (Birth to 3 Matters, Early Years Foundation Stage, OfSTED, Every Child Matters, ChildCare Act 2006) 	Essential Essential Essential Essential

<ul style="list-style-type: none"> • Curriculum planning • Child protection procedures and safeguarding principles • 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 <p>Qualifications</p> <ul style="list-style-type: none"> • Recognised education/childcare or Early Years qualification (NVQ Level 3) <p>Commitment to continuing professional development</p>	<p>Essential Essential Essential Essential</p> <p>Essential</p>
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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 providers <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 <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Nursery Coordinator F/T

Deputy Nursery Coordinator P/T

Senior Early Years Officer P/T

Early Years Officer x 2 F/T

Nursery Nurse x5 F/T

Early Years Officer Assistant x4 F/T

Centre Assistant x3 P/T

Reception Admin

Site Manager P/T

Cook P/T

Finance Officer P/T

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
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/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	
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.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
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.	N		Working shifts / unsocial hours, nights.	N	
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 shifts / unsocial hours / nights.	N		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:

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:

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:

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:

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:

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: