

Job Profile

Position Details	
Post	Nursery Nurse
Service Area	Children's Services / 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 a 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 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 of activities. .
26. To assist and support new starters, volunteers or student placements as part of the school's 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	
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 a member of a team	Essential
Skills, Abilities	
Teamwork	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	Essential
<u>Knowledge</u>	
Of child development and learning	Desirable
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	Essential
Child protection procedures and safeguarding principles	Essential
Promotion of parental and community involvement	Essential
Demonstrate a commitment to and carry out duties with regard to the principles of the Council's Equal Opportunities Policy	Essential
<u>Qualifications</u>	
Recognised education/childcare or Early Years qualification (NVQ Level 3)	Essential
Commitment to continuing professional development	Essential

Main Contacts & Other Information
<u>Main Contacts:</u> <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

Other Information:

The range of competencies applicable to the post are:

- Self development and Learning
- Teamwork
- Self discipline and organisation
- Networks and partnerships
- Communicating effectively and appreciating diversity
- Innovation and finding solution
- Customer focus

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

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 x6 F/T
Early Years Officer Assistant x4 F/T
Centre Assistant x4 P/T
Reception Admin
Site Manager P/T
Cook P/T
Finance Officer P/T