



Job Specification

Nursery Nurse

The candidate specification for the post of Nursery Nurse includes: -

Qualifications:

The applicant will have completed an appropriate, recognised national training course, such as either:

1: National Nursery Examination Board (NNEB)

or

2: NVQ3/NAMCW/BTEC/CCLD/CYPW National Diploma or equivalent.

If applying for the post of lunch/supply cover a relevant qualification is not necessary at this time but a commitment to carrying out a formal qualification in Early Years will be an expectation. In addition a willingness to gain qualifications in First Aid, Food Hygiene, Positive Behaviour Management, Child Protection and others as identified by your line manager, would be expected.

Ideally Grade C or above in English

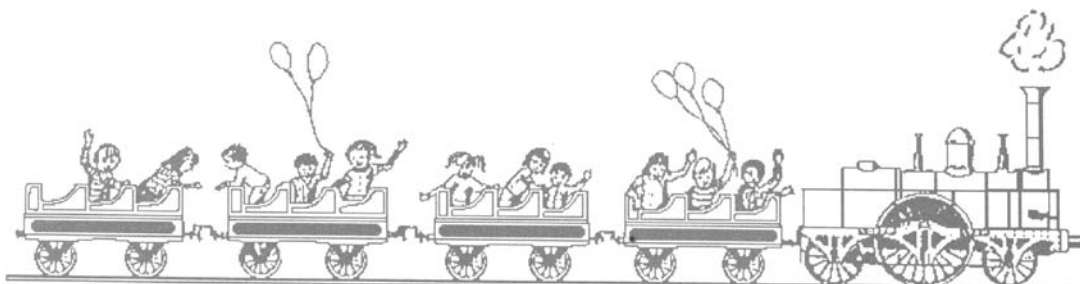
Experience:

Ideally, experience of the relevant age group for the post but training will be given.

Skill Areas:

The candidate must be able to: -

1. Understand the needs of under-fives and work well with them.
2. Be pro-active in ensuring the safeguarding of children and promoting their welfare.
3. Learn from experience and adapt working practices for the benefit of the children.
4. Communicate effectively and sensitively at all levels, both orally and in writing.
5. Foster and maintain good parent/child relationships, giving support to parents as required.
6. Be able to work in a team with other professionals and students.
7. Be flexible with working arrangements.



8. Provide a range of fun learning opportunities for individuals and small groups of children, both indoors and outside.
9. Maintain records in accordance with nursery policy.
10. Be committed to developing a nursery environment reflecting the equal opportunities policy.
11. Have a relevant and current First Aid Certificate.
12. Have a good understanding of Health and Safety practices.
13. Demonstrate skills and knowledge acquired by attendance at workshops, study days, seminars and conferences.
14. Hold a Health and Hygiene Certificate (Basic food hygiene)
15. Be a Key Person for a small group of children as identified by the senior team.
16. Any other duties that may be required by the Nursery Manager appropriate to the post.

NURSERY NURSE

GENERAL

The Nursery Nurse is responsible to the Senior Nursery Nurse, Deputy Manager and ultimately the Nursery Manager. The Nursery Nurse is to be supportive of the needs of working parents and their involvement in the nursery. They are to promote and develop a welcoming atmosphere for all children, staff, parents, visitors, etc.

CHILDREN

The Nursery Nurse must provide for the physical, intellectual, linguistic, emotional, spiritual, educational, social welfare of the under fives and stimulate these areas through planned activities and play. To ensure that above all it is fun.

To ensure that high quality childcare is offered at all times in accordance with the codes of practice.

To promote recreational activities and rest periods in the nursery in accordance with the individual child/ren and that their basic needs for rest, nourishment, security and love are met.

STAFF

To participate in team meetings and develop a team environment.

To assist with supervision of staff and students as organised by the Nursery Manager.

To support/motivate and develop other staff and students.

To follow policies and procedures with regard to records, administration and stock control.

To promote, respect and reinforce confidentiality in all areas of work.

Any other duties that may be relevant to the post required by the Nursery Manager.

