



Springles Day Nurseries

Job Description – Nursery Nurse

KEY OBJECTIVES

- To work as a valued member of the nursery team, showing initiative and creativity.
- To nurture an environment in which the children are encouraged in their all round development and where high standards of care are provided.
- To take responsibility for the safety, security and well-being of all the children in your care.
- To adhere to all Company Policies and Procedures at all times.

RESPONSIBILITIES

OPERATIONAL

- To be a team player, working co-operatively and with flexibility.
- To observe each child's progress and report on achievements, looking for progression and continuity. Where appropriate, to participate in a 'Keyworker' system and take a special interest in a specified number of children.
- To communicate clearly with parents / guardians, encouraging them to participate in their child's progress and development.
- To supervise children at play (indoor and outdoor) and at mealtimes.
- To participate in planning a programme of activities, suitable for the age range of the children, following the guidelines for the implementation of 'Early Learning Goals'.
- To assist in the creation and maintenance of a stimulating and attractive baseroom environment.
- To attend Parent meetings, be involved in fundraising events and assist with the promotion of the nursery, as required.
- To assist with the care, maintenance and security of all equipment and toys within the Nursery.

PERSONNEL

- To attend staff meetings and training sessions as required.
- To participate in all self-development activities, including appraisals, etc.
- To develop positive relationships with other staff working within the Nursery.

HEALTH AND SAFETY

- To maintain a high standard for health, safety and cleanliness throughout the nursery at all times.
- To ensure the general cleanliness of the children at all times.
- To operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food service areas.
- To be familiar with all emergency and security procedures, e.g. Fire procedures, routines for dropping off and collecting children.

GENERAL

- To adhere to all Company Policies and Procedures including attendance at meetings, preparation of reports and any other duties as required.
- To ensure the Company's Equal Opportunities Policy is adhered to at all times.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
NNEB, BTEC, NVQ2 or NVQ3 in childcare or other relevant qualification	✓	
Prepared to undertake professional development as appropriate	✓	
Previous experience of working within a nursery	✓	
Previous childcare experience with age range 3 months to 5 years	✓	
Knowledge of Health & Safety issues		✓
Knowledge and understanding of Children's Act	✓	
Affinity with young children	✓	
Ability to work as a reliable member of the team, developing positive relationships with colleagues, parents, children and outside agencies	✓	
Good communication skills (oral and written)	✓	
Knowledge and understanding of Equal Opportunities	✓	
First Aid Certificate	✓	