



**Role Title:** Nursery Nurse Level 3

**Department:** Childcare

**Job Family:** Customer Service

**Job Level:** Level 4

### About the role

- To provide a high standard of physical, emotional, social and intellectual care for all children in the nursery
- To give support to other team members throughout the nursery
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop
- To build and maintain strong partnerships with parents
- To work within the requirements set out in the Statutory Framework for the Early Years Foundation Stage – Setting the standards for learning, development and care for children from birth to five
- Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Society

### What you'll be doing

- Have up to date knowledge of safeguarding issues and be able to identify signs of possible abuse or neglect and respond in a timely and appropriate way
- To contribute to a programme of learning experiences that meet the individual needs and interests of children in your area in conjunction with other team members
- To keep records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life
- Engage in good team working and develop your role within the team especially with regard as a key person
- Work as part of a team to ensure effective staff deployment and ratios are met, being flexible on shift patterns to ensure children's safety at all times. Take personal responsibility to inform senior members of the team if staff deployment falls below required levels
- Help children become familiar with the setting offering a settled relationship for the children, building a positive relationship with their parents and any other family members
- To be involved in any overall nursery activities (including out of working hours activities) e.g. training, monthly staff meetings, parent evenings, fundraising events, volunteering etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.

- Work alongside the Manager and staff team to ensure that the Childcare Groups values (DOES) are fulfilled and that the targets for the Nursery Steering Wheel measures are met.
- Read, understand and adhere to all policies and procedures relevant to your role
- Ensure the well being of children in your care
- Ensure someone known and agreed by the nursery and parent collects the child
- To respect the confidentiality of all information received
- To wash and change key children as required
- To ensure good standards of safety, security, hygiene and cleanliness are maintained at all times.
- Have the ability to manage children's behavior positively, communicate with parents to support the children's developmental needs.
- To attend training identified in your performance reviews or one to ones and any other training courses that are necessary for you to fulfill your role. (training may involve travelling to other locations).
- Work towards the Special Educational Needs Code of Practice to support identified children's needs and ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
- To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

### About You

- Minimum of GCSE Grade C or above in Maths and English or equivalent.
- Minimum of Qualifications and Credit Framework (QCF) - level 3. (Former NVQ 3)
- ICT qualification preferable or a sound knowledge of Microsoft applications.

### Scope

Reports to: Immediate report – Room Leader

Overall report: Nursery Manager

Contacts (internal/external):

#### Internal contacts

- Parents
- Colleagues
- Management Team
- Childcare Head Office
- Midcounties Society Colleagues

#### External contacts

- Other professional bodies (Ofsted, Social Care, Police, Local Authority, Early Years Advisors)
- Environmental Health Officers
- External Training Bodies