

JOB DESCRIPTION

Job Title: Day Nursery Nurse

Grade: D

Responsible to: Nursery Team Leader

Job Purpose:

To work as part of a team providing a happy, safe and creative Nursery setting that will enable children to realise their full potential and achieve a positive self-image.

Main Duties and Responsibilities:

Work as part of a team to deliver the daily curriculum in compliance with the Nursery's standards, policies and procedures and in line with the requirements of Ofsted and the Early Years Foundation Stage. Ensure that all daily activities are conducted in a way which provides a happy, stimulating and secure learning environment for the children.

Maintain confidentiality with regard to information on children, families and colleagues. Maintain an awareness of the Nursery's confidentiality and social media policy.

Support completion of all child developmental records and other reports as required.

Regularly update children's profiles, recording their developmental progress and passing on information regarding any concerns to the Team Leader, SENCO and Deputy Manager.

In partnership with parents and colleagues, work as Key Person for specified children.

Be familiar with the nursery's policy and procedures (including Safeguarding and Health & Safety), and to ensure all daily activities are conducted in compliance with this.

Assist with keeping the daily registers of children's attendance up to date at all times.

Supervise snacks, lunches and teas, as required.

Regularly check equipment for breakages/missing parts, and address / report as appropriate.

Administer First Aid at an appropriate level, recording details correctly and reporting all incidents to the Deputy Manager/Team Leader and parents/carers.

General Duties and Responsibilities

To maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.

To participate in the Annual Performance Development Review Process.

To actively support equality and diversity policies of Falmouth Exeter Plus.

To attend training courses as identified and agreed for appropriate development.

To promote the Falmouth Exeter Plus Environmental Policy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

PERSON SPECIFICATION

Post Title: Day Nursery Nurse

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	Level 3 Childcare Qualification. Enhanced DBS check. (Willing to submit and ability to pass)	First Aid. Food Hygiene. Safeguarding Training.
Experience / Knowledge	Knowledge of the Early years Foundation Stage.	Experience of working with children.

Skills / Personal Requirements	Strong personal commitment to maintaining high standards of care. Energy and enthusiasm. Initiative. Willing to work flexibly. Discretion and ability to maintain confidentiality. Good communication skills.	
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