

Watcombe Childrens Centre Nursery Job Description

Post Title:	Nursery Nurse / Nursery Assistant
Salary:	As Advertised
Accountable to:	Nursery Manager

Key Purpose of Job

To help provide childcare in Watcombe Children's Centre Nursery, full day care provision and take a key role in ensuring that the provision operates in line with the Early Years Foundation stage. The Nursery will have a particular focus on children aged 0-8 years and their families, supporting parents wishing to return to training or employment. They will work in close liaison with other statutory and voluntary agencies.

Key Duties

Detailed below are the principle tasks and activities associated with your role. Please ensure you have read and understood them as they form part of your overall Contract of Employment with the nursery. Activities and tasks are carried out on a daily, weekly or as required basis. Nursery management will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the nursery standards.

Your role will be appraised on a regular basis during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Please ensure you are very familiar with the checklist below as this details the key activities and responsibilities by which the nursery will gauge your performance. If you are in any doubt about the role or would like to obtain further guidance, mentoring or training then the nursery is only too happy to assist.

- To work in partnership with the Nursery Manager and other Nursery colleagues to plan high quality learning opportunities/activities, appropriate for the age range of children attending the nursery. This will include observing and monitoring the children's progress and involving parents in this process.
- Assist in the preparation, clearing and cleaning up of activities.
- To have keyworker responsibility for particular children within the nursery.
- To attend staff meetings, training sessions and participate in self-development activities, including supervision, appraisal, weekly planning meetings etc.
- To work closely with the Children's Centre Nursery team, parents and other local existing services to ensure the development of a safe, stimulating and caring environment which promotes appropriate play opportunities.
- To work as part of a team in planning and developing new initiatives within Watcombe Children's Centre Nursery.
- To encourage parents to access quality play resources and services to develop their child's play and become partners in their children's learning
- To ensure the team work together to develop a strategy for effective provision that is fully inclusive.
- To ensure that the principles for early years practice as outlined in the Revised Early Years Foundation Stage are implemented throughout the setting, in partnership with all the team. To take an active role in working with children and parents within the settings.

- To participate in the implementation of all Nursery policies and procedures for Watcombe Children's Centre Nursery, alongside the other team members
- To undertake training as part of continual professional development and offer training to local community settings and other professionals.
- Effectively communicate and engage with young children and their families
- Be aware of child development (Revised Early Years Foundation Stage, and other sources)
- Safeguard and promote the welfare of the children
- Support a child's transition
- To have an understanding of childrens development and their needs
- Work with multi- agencies and integrate work with others
- To contribute to the Self Evaluation form, or equivalent
- To ensure that you provide high quality childcare at all times, ensuring the safety, security and well-being of all children registered with the nursery.
- To promote an effective team environment and to promote best practice.
- To promote continual personal development and learning amongst employees.
- Ensure you are familiar with all key policies and procedures.
- Maintain appropriate staffing levels at all times, ensuring that compliance with regulations relating to minimum staffing levels is adhered to.
- To ensure that when leaving the room for other activities or purposes, that other staff are aware of where you are going and the duration. When leaving the room to ensure that it will not compromise the existing staff or impose undue pressure on their abilities to perform the childcare.
- Proactively contribute to effective team working and foster open and honest communication amongst all employees within the business.
- Commit to on-going personal learning and development and attend on and off-the-job training as appropriate.
- Work in partnership with early years professionals, for example Health Visitors, SEN and Child Protection services.
- Within reason to comply with requests to work outside normal hours, for example to cover if staff unexpectedly have to leave the room or are called away, staff sickness or on training etc.
- To adhere to the nursery policies regarding personal health, hygiene, dress code, punctuality, sickness and absence, tattoos, piercings and general grooming.
- Keep accurate records and reports in accordance with the Nursery policies/procedures and all other codes of practice.
- To be aware at all times of the community aspect of the Nursery and encourage community and parental involvement at all levels.
- Ensuring all room jobs are performed in line with the demands for the beginning and end of the day.
- Have an awareness of the OFSTED inspection process
- To undertake any other duties appropriate to the grade of the post as requested by the Manager and Directors.

Room and Premises Responsibilities

- To ensure that risk assessments for your room and other areas for which you are responsible are carried out in accordance with nursery policies and at the correct time and frequency.
- To ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high-quality standards that we have set as our on-going objective.
- To ensure that resources for the room are age appropriate.

- To ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office. To have an on-going resource plan.
- To clean obvious marks or spillages (doors, floors, walls etc.) as soon as they happen, within reason.
- To ensure any signs, pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards.
- To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.
- To ensure when using messy play items especially paint, cornflower etc., that any mess is cleaned up immediately after the activity.
- Room and garden risk assessments are carried out as required.
- Displays changed regularly and in line with themes and seasons.
- Ensure everything in the room that needs to be is appropriately labelled.
- Answer the phone or entry phone / door release system as appropriate.

Health and Safety Responsibilities

- To have the active role in the implementation of, all health and safety policies.
- Help Maintain the safety and security of all children, employees and visitors to the Nursery
- Understand and abide by the Health and Safety at Work Act 1974.
- Help carry out regular assessments to ensure all Nursery Health and Safety procedures are adhered to.
- Ensure Accident and Incident logs are maintained correctly.
- Ensure child registers are kept correctly.

Key Working Relationships

- External – other relevant colleagues within Health, Social Services and the Local Authority.
- Internal – other Watcombe Primary School & Children's Centre staff.

Other Duties

- To undertake additional duties as directed by the Directors or Manager, commensurate with the level of the job.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Nursery operates a Smoke-Free Policy and the post-holder is prohibited from smoking on site. Staff will not be released for a break that is specifically for smoking.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Watcombe Children's Centre Nursery Policies and Procedures.
- d) The post-holder must comply with all Health and Safety requirements.
- e) This post is based at Watcombe Children's Centre but staff may be asked to work at other sites.

29/10/2018

Nursery Nurse / Nursery Assistant Person Specification

Essential / Desirable

Skills and Effectiveness:

- Ability to work as a member of a team or on your own initiative.
- The ability to motivate and inspire others.
- Ability to demonstrate self-motivation and drive to achieve goals for the nursery.
- Effective communication and literacy skills.
- Ability to work towards Children Centre targets and policies.
- Develop empathetic and professional relationships with parents and carers.
- Awareness of equal opportunities issues.
- Ability to maintain confidentiality.
- Ability to promote good early years experience for young children.
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Emotional resilience in working with challenging behaviours
- Good organisational skills
- Able to work under pressure
- Able to demonstrate reliability and initiative
- A professional attitude and manner
- Being comfortable with writing reports, observations and daily feedback sheets.
- An enthusiastic approach to work
- Flexibility to cope with the changing needs of the nursery.
- The ability to work as part of a team, developing positive relationships with parents, children, colleagues and outside agencies.
- A willingness to adhere to the nursery code of conduct
- Knowledge of effective strategies to develop learning opportunities through play.
- Effective IT skills. (Desirable)
- Effective presentation skills. (Desirable)

Experience / Job Knowledge:

- A clear understanding of the Revised Early Years Foundation Stage
- Knowledge of either Children's Centre's or Sure Start and its aims and objectives.
- Experience of working as part of a multi-agency team.
- Knowledge of effective strategies to develop learning opportunities through play.
- A clear understanding of child protection procedures and health and safety issues.
- Have a desire to self-improve and develop further childcare skills.
- An appreciation of customer care skills when dealing with parents
- Be a role model for your colleagues.
- Have a positive attitude towards others and your work
- Treat others how you would like to be treated yourself.
- Be sensitive about what you say in front of the children
- Recent working experience in a range of settings dealing with the development of young children. (Desirable)

- Work with the families of 0-8 year olds. (Desirable)
- Experience of working with children from minority groups and SEN. (Desirable)

Qualifications/Professional Memberships:

- NNEB, BTEC and/or NVQ3 in childcare or above, equivalent full and relevant.
- Current First Aid Certificate. (Desirable)
- Management Qualification. (Desirable)
- Early Years Professional Status (Desirable)
- Early Years Teacher Status (Desirable)
- Foundation Degree (Desirable)
- Advanced Child protection (Desirable)