

## **JOB DESCRIPTION**

**Job Title:** Day Nursery Nurse

**Grade:** 1

**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**

Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.

Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.

Agree personal and team objectives and work to achieve them, developing both individually and collectively.

Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.

Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding.

## PERSON SPECIFICATION

Post Title: Day Nursery Nurse

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