

Brabyns Preparatory School Senior Nursery Nurse

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by the management that fall within the general responsibilities of the post.

Main Purpose of the Post

To be a key person within the School EYFS team, supporting the Nursery Teacher to ensure a high standard of education and learning. To nurture, engage and inspire all children to ensure they achieve their potential. To lead the School's Holiday Activity Camp providing high quality care in a safe and stimulating environment. To be a positive member of the team providing support to other staff within the Nursery.

Core Hours:	10 am to 6 pm (Term Time = 36 weeks per year) <i>Including attendance at all whole School INSET days, normally 8:30am-4:30pm</i>
Wraparound Care:	To support the After School Care provision from 3:30pm to 6pm
Activity Camp:	Activity Camp – 7:50 am to 5:35pm For 9 weeks during the School Holidays
FTE	0.9
Salary Range	£18000-£21000

Responsible to	The Senior Nursery Nurse is directly responsible to and supervised by the Nursery Teacher/EYFS Lead. However, the post may also receive instruction from the Headteacher and Leadership Team
Responsible for:	n/a

Main Duties and Responsibilities

Safeguarding

- To actively promote and support the safeguarding and welfare of children and young people at all times.
- To comply with the School's policies and procedures relating to Safeguarding, Child Protection including arrival and collection of children.
- To provide a safe and stimulating environment that makes children, parents, carers feel happy, safe, comfortable and valued.

Teaching, Learning and Personal Development

- Promote high standards of quality and care within Nursery in respect of the environments, resources and experiences offered to the children.
 - Ensure children receive rich and stimulating experiences appropriate to their age and stage of development.
 - To help inspire and challenge children to develop their knowledge and understanding in all areas of learning both indoors and outdoors.
 - To promote a high standard of behaviour amongst the children and to implement behaviour policies.
 - To encourage independence and social skills and help ensure that all children are secure in the prime areas of learning and that Little Gems are Kindergarten ready.
 - To develop the children's communication and language skills through play based learning, modelling and intervention work.
 - Provide education and pastoral support for children to enable them to fully participate in activities
 - With guidance from the Nursery Teacher, to supervise and mentor staff who work within the Nursery.
 - Communicate effectively and courteously with parents and assist with the promotion of parental partnership, referring when necessary to the Nursery Teacher.
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- To supervise children in the Foundation Stage as directed by the Nursery Teacher/Lead and to deputise for the Nursery Teacher when necessary

Administrative Duties

- Under the direction of the Nursery teacher, maintain pupil records, including observations and assessments.
- To help with the management of the occupancy levels, control and maintenance of stock
- To help with the administration side of running the Nursery and carry out admin tasks as directed by the Nursery Teacher.

Standards and Quality Assurance

- To participate effectively in planning meetings and to contribute to the assessment of individual children
- Set a good example in terms of dress, punctuality, attendance and work ethic.
- To be a supportive member of staff, who actively involve themselves in school life, promotes the aims and family ethos of the school.
- To attend department/whole school staff meetings and take part in training as and when required.
- To share responsibility for the health and safety of pupils, at all times, including administering basic first aid and recording accidents.
- To be aware of and implement the School's policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Welfare, Security, Confidentiality and Data Protection, reporting any concerns to the appropriate person(s)
- Establish effective working relationships with children and staff within the EYFS setting and wider school.

Other Duties

- To supervise children and Lead Wraparound and Activity Camp, organising and planning a range of stimulating games and activities.
- To assist with the toileting of the children, this will include changing nappies and toilet training. To take responsibility for ensuring supplies are replenished.
- To undertake duties to support the supervision of the children at breaks and lunchtimes, such as preparation of snacks, cleaning of equipment and assist with and lead nursery snack and sleep time as and when required.
- To ensure that all Nursery environments are tidy and set up appropriately for sessions.
- Covering for another member of staff who is not available to carry out their job.
- Provide cover for Before School and After School care as required
- Communicating and co-operating with persons or bodies outside the school
- To undertake any other duties and responsibilities that may be regarded as within the nature and grading of the post, when requested by the EYFS Lead or any member of the Leadership Team.

Performance Review and Training:

- To undertake appropriate continuous professional development and participate in any arrangements for the appraisal of your own performance and that of other staff;
- To participate in arrangements for further training and professional development.
- Assist the EYFS Lead in planning training opportunities for the staff

The post holder will be need to have a current Paediatric First Aid qualification. The school will provide training or pay reasonable training costs if required.

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Senior Nursery Nurse

Review of Job Description:

The post holder must accept the value of redefining her/his duties and responsibilities by mutual agreement with the Headteacher, as and when the need arises.

Agreed by:

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Lee Sanders, Headteacher

Date

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Employee

Date

Brabyns Preparatory School
Senior Nursery Nurse

Person Specification

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Previous experience of working with children aged 2-5 in a voluntary or paid capacity • A commitment to the provision of high quality childcare • Good written and verbal skills, maintaining records and providing feedback to parents/carers and colleagues • An understanding of the Foundation Stage curriculum • Safeguarding Awareness • Good organisational, record keeping and planning skills • Enthusiasm passion and Interest in the care, learning and development of young children 	<ul style="list-style-type: none"> • Experience in managing staff, including involvement in induction and supervision, • Knowledge of the National Standards for the regulation of Childcare provision • Completion of Safeguarding training
<p>Personal qualities</p> <ul style="list-style-type: none"> • Patience, reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Flexibility to adapt to changing workload demands and challenges • Self-motivation and personal drive to complete tasks to the required timescales and standards. • Able to work in teams • Empathy with children, colleagues, parents and other professionals. • Personal commitment to self-development and positive approach to learning and gaining new skills 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed in accordance with the needs of the business
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 literacy & numeracy qualifications or equivalent • Completion (or be working towards) a recognised Level 3 Childcare qualification, • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace • Paediatric First Aid Course (or willingness to undertake training) 	<ul style="list-style-type: none"> • Completion of (or working towards) a recognised Level 4/5 Childcare qualification • Health & Safety certificate • Paediatric First Aid Certificate (or willingness to undertake training) • Food Handling Training/Certificate

This post requires an enhanced DBS check and satisfactory references and these would be obtained prior to commencement of employment.
