



# Knights Templar Community Church School and Nursery

*Work at it with all your heart*

Head Teacher: Mrs Laura Weaver, BA Hons QTS

Nursery Manager: Miss Lucy Seldon

**Setting:** Knights Templar Nursery

**Job Title:** Nursery Nurse

**Accountable To:** Nursery Manager

## **Main Purpose:**

*As a member of the Knights Templar Nursery Team:*

- Provide a welcoming, caring environment for children aged 0 – 5 years*
- Work in partnership with staff, parents, carers and their children aged 0 – 5 years.*
- Adopt a flexible, thorough approach to planning and delivering activities to promote the development, enthusiasm, welfare and potential of all children.*
- Provide high quality, inclusive, fully integrated childcare provision for children under five.*

## **Roles and Responsibilities:**

*Working within established childcare standards and local policies, to ensure that individual children's daily childcare needs are met at all times. By:*

- Providing high quality childcare for under-fives, which includes a wide range of playing and learning activities and opportunities to enable children to achieve their full potential.*
- Assisting in the provision of a warm caring environment that enables children and their families to settle easily; that is accessible to all and seeks to integrate children and parents with disabilities, sensitively and positively into the nursery, promoting participation in a range of quality activities.*
- Taking the role of keyworker and making regular assessments of each child in your group to ensure activities are delivered to meet each child's developmental needs.*
- Liaising closely with senior members of the staff team to ensure childcare provision links to the Early Years Foundation Stage, requiring knowledge and application of this.*
- Assisting in the provision of a high-quality play environment that adheres to OFSTED requirements.*
- With guidance, supporting senior staff in discussing and liaising with parents/carers to highlight the needs of their children, by recording steps in the child's development.*

- Taking care of children's personal needs and encouraging self-help and social skills, and supporting children's raising of self-awareness, by displays etc.
- Preparing food, laying up for meals, supervision of meals, clearing and cleaning away after meals.
- To assist in the maintenance of adequate standards of cleanliness, hygiene and safety within the Nursery, following welfare standards set out in the Early Years Foundation Stage, which includes recording and administering basic First Aid.
- To have an overall knowledge of and provide a service which values and respects the race, religion, language, culture and needs of all the children and families using the Nursery.
- To be aware and work within the Health and Safety framework, policies, procedures, guidelines and legislation to include fire drills.

- To participate in regular supervisions and staff meetings, as well as nursery-based community or parent events.
- To provide flexibility in covering and care at short notice in the event of unforeseen circumstances.
- To ensure all safeguarding procedures and protocols are rigorously followed.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time - to - time by the manager/deputy manager.

### **Decision Making**

In fulfilling this role, the postholder will:

- Notify the supervisor when equipment needs repair or replacement, and when stocks are running low.
- Intervene in children's activities on grounds of safety and behaviour.
- Make decisions about individual children and the curriculum, relating to the 5 outcomes and the Early Years Foundation Stage.
- Notify the Nursery Manager or Designated Safeguarding Lead of any concerns they have regarding a child's wellbeing or of any concerns regarding an adult's behaviour.

### **Contacts and Relationships:**

It is an element of the job to:

- Build and maintain a limited range of close contacts and relationships with children attending the Nursery and their families.
- Be the point of contact with their families, being able to create a positive and respectful relationship for sharing information.
- Discuss, under guidance from or in tandem with the Early Years Lead Practitioner, the children's development with parents, carers and other professional staff, exchanging information about specific children.
- Contribute to discussions relating to a child's progress and wellbeing when working with other professionals.

### **Knowledge, Skills and Experience:**

The postholder needs:

- Knowledge of children's needs and have access to ongoing training to meet Child Care standards to NVQ Level 2 or above.
- Have sound communication skills and be sensitive to families' needs

### **Training:**

- Attend courses as required enhancing the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.

- Attend statutory training courses as required for the post; Safeguarding and Child Protection, PREVENT and First Aid.

**Safeguarding:**

- Recognise the moral and statutory responsibility to safeguard and promote the welfare of children.
- Provide a welcoming and safe environment where children are valued and respected.
- Be alert to the signs of abuse and neglect and follow our procedures and policies to ensure children receive effective support, protection and guidance.