



# 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 – Bank Staff

**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.*
- *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.*
- *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.*

- 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 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.
- 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.

### **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 or be willing to undertake training.
- Have sound communication skills and be sensitive to families' needs

### **Training:**

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

### **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.