

## **KKDCL - Nursery Nurse Level 3**

**Job Title:** Nursery Nurse Level 3

**Responsible to:** Nursery Manager & Deputy Manager    **Accountable to:** 3<sup>rd</sup> in Charge

**Responsible for:**

Nursery Nurse L2's, Nursery Assistants, Nursery Trainees, Students and Volunteers.

**Liaising with:**

Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health & Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies.

***Purpose of Post***

- To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Setting;
- To give support to other personnel within the Setting;
- To implement the daily routine in their base room.

***Main Duties***

- Formulate and operate a programme of activities suitable to the age range of children in your area in conjunction with nursery management;
- Prepare the children's records in your group and institute reviews for parents/carers, in conjunction with the nursery management;
- Work with parents/carers of all children to achieve full integration in the Setting;
- Foresee the needs of all children and give physical, emotional, intellectual guidance as appropriate;
- Support all staff and engage in a good staff team;
- Liaise with and support parents/carers and other family members;
- Liaise with the Local Authority and other professionals associated with the Setting;
- Attend monthly staff meetings outside working hours;
- Undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleaning of equipment and such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager;
- Participate in the training programmes of a wide variety of students (i.e. placements and volunteers), by giving guidance and support;
- Work alongside the Manager and staff team to ensure that the philosophy behind the project is fulfilled;

- To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Health and safety standards appropriate for the needs of young children;
- Record accidents in the accident book. Ensure the manager has initialled the report before the parent receives it;
- To ensure confidentiality of information received;
- To develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs
- Ensure child is collected by someone known to Setting.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Setting policies and procedures to keep children safe from harm.

***Nursery Nurse - Person Specification:***

<b>Essential</b>	<b>Desirable</b>
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity</li> <li>• An understanding of the Early Learning Goals</li> <li>• Knowledge of the National Standards for the regulation of Childcare provision</li> <li>• A commitment to the provision of high quality childcare</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>• Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Line Managing staff, including involvement in induction, supervision, and appraisals</li> <li>• Interest in the care, learning and development of young children</li> <li>• An understanding of the Foundation Stage curriculum</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Good organisational, record keeping and planning skills</li> <li>• Punctuality</li> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers.</li> <li>• Patience</li> <li>• Reliability and trustworthiness</li> <li>• A positive approach to inclusive practice, with children and colleagues</li> <li>• Enthusiasm for working with young children</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent’s Evening</li> <li>• Able to work in small teams</li> </ul>
<b>Qualifications</b>	

<ul style="list-style-type: none"> <li>• Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children and Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development – or be working towards completion</li> <li>• Completion of Safeguarding Awareness course (Group 2)</li> <li>• A positive approach to gaining further qualifications</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of a recognised Level 4/5 Childcare qualification, e.g. NVQ in Children's Care, Learning and Development – or be working towards completion</li> <li>• Completion of Safeguarding Foundation course (Group 3)</li> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate</li> <li>• Completion of other relevant courses</li> </ul>
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### Additional requirements

- To keep abreast of new childcare legislation and practices in Aylesbury

### Dress Code and Personal Conduct:

You will be expected:

#### 1. To present a clean and smart appearance at all times:

- Only one set of earrings to be worn while at nursery (no dangling earrings or nose studs).
- Jewellery must be kept to a minimum to prevent personal or child injury.
- Hair to be kept neat and tidy and to be tied back if longer than shoulder length.
- A change of slippers to be worn one in the nursery rooms at all times.
- To ensure appropriate uniform (supplied) is worn with black trousers or skirts, no jeans. Tailored shorts (black) may be worn in the summer, minimum length, midhigh. Uniform must be worn at all times whilst on duty. The t-shirts and sweatshirts provided remain the property of KKDCL at all times.
- Clear or natural shades of nail varnish may be worn on toe nails only (no bright or dark colours). Finger nails must be kept at a reasonable length.
- Smart appearance is vital to maintain the professional image of the nursery.
- These measures help us to meet the criteria as stated in Health and Safety at Work legislation and they also protect against injury to you and the children your care.

### Illness:

If, for any reason, you are unable to attend your place of work you must inform the nursery manager or deputy manager. This should be done before, or as soon as possible after, 7.30a.m. You must also call the nursery before 4.00 p.m. to inform them whether you will be fit for work on the next working day. If you have a doctor's note you should send this to the nursery as soon as possible and ensure that you confirm with the nursery manager the date that you will be considered fit to resume your working duties.

### Emergency Procedures:

All staff must be aware of all company emergency procedures, including fire, first aid and safeguarding children.

### Induction:

All staff members must complete the company induction and read and be familiar with all company policies and procedures. All Health and Safety policies and documents must be read and understood and you will be requested to sign to state you have read and understood them.

## **Conditions of Employment**

This Job Description is not intended to be a complete inventory of all the activities the job holder would be expected to undertake. The post holder is required to comply with all the nursery's policies and procedures and to meet his/her responsibilities under the Health & Safety at Work Act. This Job Description will be subject to review and change in light of future developments. The post holder will be actively involved in the review with the Nursery Directors.

Date of commencement in post:

Manager's Signature:

Print:

Date:

Nursery Director's Signature:

Print:

Date: