



BUCKINGHAM PRIMARY NURSERY

# Buckingham Primary School Nursery

## Nursery Nurse Job Description

**Fixed Term Contract until August 2020**

**Hours: 37 per week to be worked on a shift pattern between 7:30-6:00pm**

**Term time and All year around considered**

**Responsible To:** Nursery Manager & Nursery Business Development Manager

**Primary Purpose:** To assist with the provision of nursery care and activities for children from in a safe and stimulating environment.

### **Main Duties and Responsibilities:**

- To work as part of the staff team in planning, running and supervising a wide variety of stimulating activities, complying with health and safety requirements and ensuring the implementation of the Nursery's Equal Opportunities policy at all times.
- To care for the safety of the children by following appropriate health and safety policies and procedures and to be vigilant in identifying potential difficulties, contributing to risk assessments where appropriate.
- To carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Nursery in health and safety matters.
- To work collaboratively with parents and other professionals to promote the educational and social development of children in early years settings within the framework of the Foundation Stage Curriculum/Early Years.
- To support the Nursery room leader on a day to day basis.
- To work as an active member of the early years team, relate positively to the children and assist in creating a climate where parents/carers, students and co-operating agencies feel welcome, secure and able to contribute to the life of the Nursery.
- To contribute to the educational and social development of children in early years settings through supporting the planning and delivery of stimulating programmes of activity.
- To support children in working towards Foundation Curriculum through experiences appropriate to their individual/different needs. To work with groups or individual children, as appropriate; to be aware of the needs of each child and of the need to organize the learning environment.
- To work with individual children with specific programmes identified to meet Special Educational Needs. To make contributions to/suggestions for Education Health Care plans (EHC's).





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- To contribute to discussion and monitoring of individual children's progress, development and achievements, sharing observations and keeping agreed records, ensuring that confidentiality is maintained at all times.
- To assist with maintaining records of registered children and ensure all paperwork is complete, up-to-date and correctly filed.
- To be fully involved with and be able to initiate, where appropriate, structured play situations.
- To support individual pupils with specific learning programmes and to observe children as appropriate ensuring sensitive interaction takes place where necessary.
- To attend necessary planning meetings and contribute to curriculum development.
- To provide first aid when necessary, and keep written records of any incidents or accidents which parents should be informed of and sign where appropriate.
- To supervise and maintain purposeful working areas and prepare the Nursery and Nursery rooms before and after each session ensuring that equipment used is clean, safe, in good repair and stored appropriately.
- To monitor the condition of the premises and equipment, and ensure the premises are used in consideration for other users.
- To organize materials and equipment to best effect for the children and to contribute, as required, to the attractive display of children's work.
- To assist liaison with school staff.
- To maintain good communication with parents and carers.
- To consult with children and parents on a regular basis to ensure that the Nursery is meeting their requirements.
- To participate with support to parents and children during the transition from home to school, assessing stages of development as required.
- To implement the Nursery's behaviour policy and all other policies and procedures.
- To guide the development of children's social behaviour and attitudes and to cater for the physical needs of the children as required.
- To ensure that, where and when relevant, children adhere to toilet training programmes and encourage development as required.
- To undertake relevant training as deemed necessary to develop expertise and broaden awareness.
- To be aware of the Nursery's aims and support the maintenance and development of the positive Nursery ethos.
- To undertake other duties as may become necessary and agreed with the Supervisor.
- To participate in the Nursery's performance management processes.
- To promote the positive image of the Nursery within the local community.
- To carry out the duties of the post in accordance with the Nursery's diversity policy.
- To carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the Nursery reserves the right to amend or add to the duties listed.

