



## Job Description Nursery Nurse Level 3

### Location & commitments

- Full-time role based at Little World Nursery, Birkenhead
- 40 hours per week with varying shifts between 8am and 6pm
- Monday–Friday role – There may be at times training to be taken at the weekends
- Occasional overtime may be required

### Knowledge Desirable

- Early years curriculum
- Good understanding of Safeguarding and Child Protection
- Good understanding of wider legislative requirements for working with children

### Experience Desirable:

- Experience of working within an Early Years setting
- Experience of working with children 0-5's years

### Qualifications:

- Full and relevant level 3 qualification (Essential)
- 12 hours paediatric first aid (This can be completed as part of probation period)
- Food Hygiene or equivalent training and compliance in food management (This can be completed as part of probation period)
- Relevant safeguarding/child protection training undertaken and a willingness to update training regularly (Essential)
- Evidence of continuous professional development

### Personal attributes:

- Strong communication skills both written and verbal
- Ability to be flexible, adaptable and embrace working cultures in each setting
- Genuine desire and passion for ongoing learning and development

To provide a safe and nurturing environment for the children that encourages their social, emotional, physical and intellectual development. Design and implement developmentally appropriate curriculum according to the guidelines in the EYFS Government Standards regulated by OFSTED.

- ❖ Maintain positive relationships with parents, children and work colleagues.
- ❖ Ensure the safety and supervision of children at all times by meeting the physical demands of the job.
- ❖ Respect and observe the children's interests. Intervene when needed to maintain safety. Enhance children's play with language, toys and activities.
- ❖ Communicate directly with each child at the child's level.
- ❖ Encourage and model social behaviour and expectations that are developmentally appropriate.
- ❖ Be attentive, flexible and supportive of children and their families during transitions to and from rooms.
- ❖ Design an environment that responds to children's individual developmental levels, physical and emotional needs.
- ❖ Maintain accurate attendance records throughout the day.
- ❖ Create documentation of children's accomplishments through individual Learning Journey's on an ongoing basis.
- ❖ Maintain a clean and functioning working environment for yourselves and co-workers, ensuring that cleanliness and hygiene standards are kept to a high level.
- ❖ Follow all 'Little World' policies and procedures, as outlined in the Management Guide.
- ❖ Ensure that all Health and Safety procedures and policies are followed at all times.
- ❖ Respond to parents with sensitivity, interest and respect, always maintaining confidentiality.
- ❖ Implement and operate a Key Worker system for each child in your care on an ongoing basis.
- ❖ Plan and implement room planning which follows the Early Years Foundation Stage.
- ❖ Observe each key child daily to ensure all individual needs are met and plan accordingly to meet their needs.
- ❖ Maintain and continually update each of your key children's Learning Journey's, incorporating next steps, planning and parental feedback.
- ❖ Acknowledge parents and all nursery visitors demonstrating a friendly, courteous and professional manner.
- ❖ Offer and share ideas with colleagues and co-workers.
- ❖ Communicate verbally and in writing (when relevant) with parents daily regarding their development and specific activities.
- ❖ Plan and facilitate in regular parent meetings to discuss the settling in period, transitions and developmental goals for their child based on appropriate assessment tools, i.e. Learning Journey books.
- ❖ Assist in the planning and attend staff/room meetings.
- ❖ Share resources with parents through discussions, articles, parent notice board and newsletters.
- ❖ Supervise children at all times. Demonstrate an awareness of an entire group whilst working with a small group or individuals.
- ❖ Participate in all fire drills.
- ❖ Assist in the arrangement of space into clearly defined, well organised activity areas.
- ❖ Follow the Child Protection procedures pertaining to incidents of abuse or neglect.

- ❖ Maintain confidentiality at all times concerning other staff members, children and families.
- ❖ Ensure continuity of care for the children by reporting to work on time and maintaining consistent attendance.
- ❖ Attend Staff Meetings, training sessions and other nursery events.
- ❖ Establish and maintain a relationship of cooperation and respect to all work colleagues.
- ❖ Assume additional responsibilities as needed i.e. pets, children's files, cleaning of the nursery room and keep it to a high standard etc.
- ❖ Assume a fair share of the work load.
- ❖ Demonstrate respect for all different cultures and beliefs.