

Job Description

Job Title: Nursery Nurse

Role Outline:

Reporting To	Nursery Manager / Room Manager
School	Akeley Wood Junior School & Nursery
Internal Contacts	All School non/Teaching employees, Pupils
External Contacts	Education Establishments, Suppliers, Parents

The position is full time; the Nursery is open 51 weeks of the year. Working hours are 8.00am – 5.00pm or 9.00am – 6.00pm on a weekly shift basis

Key Deliverables

- Adhering to the Policies and Procedures of Akeley Wood Nursery and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted and the National Standards. Ensuring confidentiality is maintained in the nursery.
- Working as part of a team.
- The care and supervision of the children with regard to their physical, emotional and intellectual needs.
- The planning and preparation of activities, to meet children's individual needs, liaising with parents and negotiating working targets ensuring effective communication within the nursery.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background: in particular, challenging situations where racism or discrimination is displayed.
- Keeping of development records and observations.
- Key worker responsibility.
- Positive management of children's behaviour.
- Preparation, care, cleanliness and maintenance of the playrooms and equipment.
- Supervision and effective mentoring of Nursery Assistants and Students.
- Providing a good role model for Nursery Assistants and Students and helping new staff to fit into the Nursery.
- Keeping and monitoring accident, incident and risk assessment records.
- Supervision of meals and mealtimes and where appropriate, preparation of babies' bottles.
- Attendance of staff meetings arranged by the Nursery Manager.
- Participating in regular parents' evenings, publicity, open weekends and children's outings.
- Any other duties appropriate to the post as directed by the Nursery Manager.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.