



## **Job Description – Nursery Nurse**

**Job Title:** Nursery Nurse

**Purpose of Post:**

- To implement the daily routine in your designated room.
- To contribute to a high quality caring environment for children. This includes creating a warm friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.
- To work as a team with the other staff members within the nursery.

**Key Areas:**

- To work with the children.
- To liaise with parents.
- To be part of a team.
- To attend training.
- To complete any tasks set by your Room Leader / Manager.

**Responsible to:**

Room Leader /Nursery Management /Owner

**Main Duties and Responsibilities:**

1. To contribute to the planning of activities for the children in your room along with other staff members.
2. To keep an up to date profile for each of your key children.
3. To liaise with and support parents and other family members to facilitate day to day care needs.

4. To provide all aspects of care for children including changing and feeding when appropriate.
5. To assist with meeting the personal, social and emotional needs of each individual child.
6. To ensure that meal times are pleasant and sociable times.
7. Work alongside the parents of children with Special Educational Needs to ensure full integration into the nursery.
8. To respect the confidentiality of information received.
9. To support all staff and be a part of a strong staff team.
10. To undertake duties given by the Room Leader.
11. To complete any tasks set on time and to the required standard.
12. To attend all out of working hour's activities e.g. staff meetings.
13. To uphold the nurseries standards at all times.
14. To contribute to the good standards of hygiene and cleanliness in the nursery.
15. To be willing to be flexible and work with all the different age groups in the nursery.
16. To comply with the nurseries Inclusion, Equality and Diversity policies, being constantly aware of the needs of the children, including those from differing cultures, religious backgrounds and stages of development.
17. To ensure that the child protection policy is rigorously adhered to and complied with.
18. To comply with the requirements of the nursery's Policies and Procedures.
19. To uphold the requirements of the Safety Handbook and the Health and Safety General Policy.
20. To be aware of all emergency and fire evacuation procedures.
21. To record/report accidents or incidents

**This Job Description was adopted on:** *1<sup>st</sup> of March 2016*

**Signed by employee:** .....

**Signed by employer:** .....

**Date for review:** *1<sup>st</sup> March 2017*