

**Job Description**

**Position:** Nursery Nurse

**Responsible to:** Head of Room

**Purpose:**

To provide a high standard of care for all children attending nursery, implementing a daily routine and providing support to all staff members, which may include a temporary placement to an alternative nursery/room.

**Duties:**

To provide a stimulating program of indoor and outdoor activities to enable each child to reach their full potential.

To keep an up-to-date record of your key children’s achievements and development, using the observational profile format, for both parental and reference use.

Demonstrate a welcoming approach, build strong, professional relationships and offer feedback to parents, treating all personal information confidentially.

Support all staff in the nursery and be a vital part of a successful team.

Be involved in out-of-hours activities, such monthly room meetings and room change around.

To develop your role within the team, by attending relevant and beneficial training courses, both in and out of work time.

Actively participate in domestic duties, including the staff room, locking up and laundry rotas, the preparation of snacks and cleaning of your room, equipment and resources.

Be aware that all children have individual needs and where your help and skills can be most utilised.

To be familiar with, and adhere to, all nursery policies and procedures, whilst observing relevant safety measures at all times.

To report any incident/accident to the head of room and record in the appropriate way and to administer medication in line with nursery guidelines.

To maintain a high standard of hygiene in relation to self, children, equipment and surroundings.

To act as a role model to nursery apprentices and work experience students, demonstrating good childcare practice, communication skills and teamwork ability.

To encourage a pleasant, social environment with emphasis on meal times, singing and group activities and developing self-confidence.

To be aware of the high profile of the nursery and to uphold its standards at all times.

To ensure the provision of a high quality environment to meet the needs of all children at their own level.

To be familiar with all nursery policies and procedures, the Early Years Foundation Stage and all other relevant documentation, industry related.

To carry out other duties on occasion, relevant to the post, that may be requested by the nursery manager.

To ensure that confidentiality is maintained.