

**Greenfields Children's Centre**  
**Job Description**

**Post:** Nursery Nurse  
**Responsible to:** Headteacher  
**Reporting to:** Deputy Headteacher or Extended Services Manager  
**Grade:** 6

---

**Main purpose of the post**

- To work as part of a multi disciplinary team in a positive and pro active way to ensure the provision of high quality care and education for all children in the Centre, in the context of a listening to children culture.
  - To work with the nursery team to plan an inspiring and creative curriculum in line with the EYFS.
  - To promote an inclusive learning environment where all children have equal opportunities to learn and develop.
  - To be responsible for promoting and safeguarding the welfare of children and families within the Centre.
- 

**Duties and Responsibilities:**

1. To provide support for children's emotional and social needs by encouraging and modelling positive behaviour in line with Centre policy.
2. To support children with special educational needs and disabilities through the delivery of specific programmes and to set and review targets for IEP's in collaboration with the Senco.
3. To work closely with other team members in the planning, development and delivery of all areas of the curriculum in line with requirements of the EYFS.
4. As required, to set up activities indoor and outdoor, ensuring that resources and equipment are available and cleared away at the end of the sessions as appropriate.
5. To take on the role of a keyworker by actively taking part in:
  - a. Observing, assessing, recording and reporting on the progress and achievements of each child in your keyworker group through systems set up by the Head of Centre.
  - b. Planning and evaluating to meet children's needs and interests.
  - c. Working with the team to ensure a smooth transition from home to Centre and between rooms.
6. Displaying the children's work to draw attention to and celebrate their achievements.
7. To attend to the holistic needs of children, for example, changing clothes and nappies, feeding and toileting and including helping children who are unwell, distressed or unsettled.
8. To observe, monitor and evaluate all children's responses to learning activities through a range of assessment and monitoring strategies determined by the Head of Centre.
9. To work in partnership with parents, including daily informal contact, home visits, curriculum events, celebrations of festivals, social events and parent's consultations etc.
10. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security. SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.

11. To attend relevant meetings and participate in training opportunities and professional development as required.
  12. To accompany children on visits, trips and out of school activities as required within contracted hours and to take responsibility for children.
  13. To undertake regular accredited first aid training and to administer basic first aid.
  14. To assist in the training and development of staff.
  15. To adhere to the Centre health and safety policy including risk assessments.
  16. To adhere to the Centre policy on equality, diversity and inclusion.
  17. To adhere to the Centre Code of Conduct policy at all times.
  18. Promote the positive and inspiring ethos of the Centre.
- 

Signatures

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Post holder: \_\_\_\_\_ Date: \_\_\_\_\_

**Greenfields Children's Centre**  
**Person Specification**  
**Nursery Nurse**

This person specification lists the essential requirements needed in order to carry out the above post in the Centre.

Applicants will be short listed solely on them meeting these requirements.

---

**Essential requirements**

**Qualifications**

1. An approved level 3 Early Years Qualification<sup>1</sup>
2. A suitable level 2 qualification in English<sup>2</sup>
3. A good level of spoken and written English.

**Knowledge and abilities**

1. A working knowledge and sound understanding of the Early Years Foundation Stage and the ability to deliver in an exciting and stimulating way in a rich learning environment
2. Knowledge and Understanding of the planning and assessment process to meet the needs of young children as well as the ability to document their progress regularly.
3. An understanding of the support required for children with special educational needs and their individual educational plans.
4. An understanding of the importance of Child Protection and relevant procedures.
5. An understanding and awareness in supporting children from ethnic minority families, children with English as an additional language and children who are vulnerable in the context of an integrated children centre.
6. To comply with issues of confidentiality in accordance with relevant Data Protection and associated legislation.
7. To be actively involved in promoting all aspects of children's learning and participate in ongoing research and self-evaluation.
8. The ability to be part of a team and relate and communicate effectively with colleagues, parents and external agencies, both written and verbally.
9. Manage own time and work effectively to meet deadlines.
10. Promote Equal Opportunities and Diversity in an inclusive community.
11. Support parents and children in Family Learning.
12. An ability to work in a multi-disciplinary team.

---

<sup>1</sup> As defined by the Department for Education in the Early Years Qualifications List

<sup>2</sup> As defined by the Department for Education in the 'Early Years Qualification Requirements and Standards document'.

13. A commitment to the aims, ethos and values of the Centre.

14. A commitment to continued staff training and professional development.