



## **JOB DESCRIPTION - NURSERY NURSE (Level 3)**

### **Purpose of Post**

1. To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Nursery
2. To work as a team member with other personnel within the Nursery.
3. To implement the daily routine in the base room.
4. To follow our Safeguarding / Child Protection policy.

### **Responsible To: Nursery Manager / Deputy**

### **Main Duties**

1. Formulate and operate a programme of activities according to the EYFS suitable to the age range of your key children in your area in conjunction with the Manager.
2. Prepare your key children's records in your group and institute reviews for parents, in conjunction with the Manager.
3. Liaise with and support parents and other family members.
4. Liaise with the Local Authority and other professionals associated with the Nursery.
5. Attend monthly staff meetings outside working hours.
6. Undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, Cleansing of equipment and such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.
7. Participate in the training programmes of a wide variety of students (i.e. Placements and volunteers), by giving guidance and support.
8. To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Health and safety standards appropriate for the needs of young children.
9. Record accidents on an accident form and ensure the manager/Deputy has initialled the report before the parent receives it.
10. To ensure confidentiality of information received.

11. Follow the giving medicine policy.
12. Follow our 'Equal Opportunities policy' treat all our children as an individual, respecting race, religion, culture and gender. To celebrate all festivals.
13. To develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs.
14. Ensure each of your key children is collected by someone known to nursery.
15. Undertake regular CPD.