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 **JOB SPECIFICATION**

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**Title of Job:** Nursery Nurse **Grade:** Scale 4

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**PERSON REPORTS TO:** The nursery nurse will be a member of the EYFS Team, which includes teaching and non-teaching staff. The teacher will be responsible for leading the EYFS team.

**PERSON SUPERVISES:** No supervisory responsibility.

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**PURPOSE OF JOB:**

To assist in the provision of EYFS education.

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**EQUAL OPPORTUNITIES:**

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

**DUTIES AND RESPONSIBILITIES:**

1. To establish good relationships with children and their families, and develop an understanding of their various cultural backgrounds.
2. To help to plan and assist with activities and topics in the EYFS, introducing a variety of activities that will provide stimulus for all areas of the child’s development.
3. To help in the general teaching of the children during the school day, both inside and outside the classroom.
4. To encourage the acquisition and development of language and speech by all children particularly for children whose mother tongue is not English.
5. To take a share of telling stories, singing rhymes, musical instruments sessions and music and movement.
6. To offer particular help to children with special educational needs and to encourage children to develop tolerance of each other’s abilities and disabilities.
7. To make observations of children’s play, behaviour, problems and progress, to aid accurate record keeping when required.
8. To assist in the training of the nursery nurse students in individual schools, as appropriate.
9. To assist with the display of children’s work and with the general preparation and care of the internal/external learning environment.
10. To liaise where necessary with other agencies concerned with children in the EYFS, e.g. School Nurse, by giving information and seeking advice as necessary.
11. To supervise and encourage independence at snack time, toileting and packing away time.
12. To be aware of the physical safety and well-being of the children and to render first-aid and comfort, where and when necessary.
13. To attend INSET/staff meetings during basic working hours.
14. To undertake the general care of equipment, hygiene and safety.
15. This general Job outline covers most of the areas of responsibility. There may be other important aspects of the work, which will arise at individual schools, e.g. visiting children at home during the working day, before they are admitted into school.
16. Such other duties, within the competence of the post holder, which may be required, reasonably from time to time.



Nelson Primary School

Inspiring Ambition, Achieving Success

### PERSONNEL SPECIFICATION

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

**FACTOR REQUIREMENT METHOD OF ASSESSMENT**

#### Experience Experience of working with Application Form

#### children, in either a voluntary or

#### paid capacity, in an educational or

#### similar setting.

#### Knowledge Knowledge of child learning Application Form/

processes and development stages. Practical Assessment/

 Interview

 Awareness of the Equal Application Form/

Opportunities Policy and its Interview

implications for Educational

practice.

Skills Ability to recognise children’s Interview

needs and problems, to be able to

help in the development of literacy

skills for under 5’s.

Ability to communicate with, and Interview

relate well to children, particularly

under 5’s.

Ability to organise classroom Interview

activities/to work as part of a team.

Qualifications NNEB – Diploma in Nursery Nursing

OR

National Vocational Qualification in Child Care and Education Level 3

OR

BTEC – Diploma in Nursery Nursing (2yr FT)

OR

BTEC – Certificate in Nursery Nursing (2yr PT)

Please state on your application form qualification held with details of relevant work placements. The successful candidate will also be expected to provide a copy of their certificate before confirmation of appointment.