

Job Description

Job Title: Nursery Nurse	Department:
Grade: Scale 4	Date last updated: 23/06/2023

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Overall Purpose of Job: To assist in the provision of under fives' education.

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

PERSON SUPERVISES: No supervisory responsibility.

Job Context

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

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 Nursery, introducing a variety of activities that will provide stimulus for all areas of the child's development.
3. To help in the general supervision 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, 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 room.
 10. To liaise where necessary with other agencies concerned with children in the Nursery, e.g. School Nurse, by giving information and seeking advice as necessary.
 11. To supervise and encourage independence at milk 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 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.
-

Person Specification

Job Title: Nursery Nurse	Department:
Grade: Scale 4	Date last updated: 23/06/2023

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY	
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
KNOWLEDGE: Knowledge of child learning processes and development stages. Awareness of the Equal Opportunities Policy and its implications for Educational practice.	 Application Form/ Interview /Task Application Form/ Interview /Task
QUALIFICATIONS: The Statutory Framework for the early years foundation stage (EYFS) sets out the requirements for staff: child ratios in settings delivering the EYFS and the qualification levels that practitioners must hold. The Early Years Qualifications List (EYQL) provides guidance about the qualifications which are approved by the Department for Education (DfE) for working in the EYFS staffing ratios.	

EXPERIENCE: Experience of working with children, in either a voluntary or a paid capacity, in an educational or similar setting.	Application Form/Interview
SKILLS AND ABILITIES: Ability to recognise children's needs and problems, to be able to help in the development of literacy skills for under 5's. Ability to communicate with, and relate well to children, particularly under 5's. Ability to organise classroom activities/to work as part of a team	Interview Interview Interview
PERSONAL STYLE AND BEHAVIOUR:	Application Form/ Interview/ Certificate/Test (delete as applicable)
OTHER SPECIAL REQUIREMENTS: 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.	Application Form