

Nursery Nurse Poppetts Ltd Job Description

AIM

To work in partnership with parents to ensure that all children are cared for in a safe, secure environment in which to learn through play.

To embrace 'Every Child Matters' and put the child at the centre of everything that you do

Enjoy and Achieve

- Be aware of and uphold all necessary policies, objectives and procedures of the setting, inputting ideas from time to time to improve practice with Senior staff and the Management
- Work to maintain the high standards of care and education of all children within the setting utilizing SENDCO, ENCO and Behaviour support as necessary
- Fully understand, embrace and use the EYFS for all individual children
- Ensure that a broad curriculum and wide range of activities is planned for each individual child to ensure that they reach their full potential in all areas as their key person through observation and assessment
- Ensure opportunities are provided for your children to experience, visitors, cultural and religious festivals regularly that are appropriate to them and their needs and development
- Identify any areas of concern quickly and liaise with the setting SENDCO working in partnership to follow the code of practice
- Work in partnership with the SENDCO to agree a one page profile and adhere to this in practice

Be Healthy

- Ensure children have nutritious food and drink that meets all dietary and cultural requirements in a manner that upholds all food hygiene practices and policies
- To promote physical exercise and activity at all times
- To promote and awareness for all children of 'being healthy' in all areas including, personal hygiene, teeth and 'mental health'
- To maintain an impeccable standard of cleanliness in the setting at all times
- Manage and enforce the 'sickness and medication' policy at all times

Stay Safe

- Ensure that 'safeguarding' is understood and implemented raising any concern with the named person confidentially
- Uphold all H&S legislation at all times immediately 'making safe' 'anything' to ensure safe conditions at all times to prevent accidents and incidents
- Ensure that the building is secure at all times through management of good 'door security' and that entry is allowed only to known persons
- Ensure that children are taught how to 'stay safe' and to communicate their feelings, internet safety, road safety ect.
- Ensure that you manage behaviour of all children to a high standard consistently inline with P&P
- Never leave a new member of staff alone with the children until probationary period is passed, references, DBS checks and Management say it is safe to do so

Make a Positive Contribution

- Encourage links with the local community throughout the year
- Ensure that the children have a sense of self worth and self identity and to develop both socially and emotionally
- Action fundraising opportunities that are varied and inviting during the course of the year

Achieve Economic well being

- Ensure that the balance of teaching, structured play, visitors, free play and choice is good
- Ensure you are flexible to each individual child's needs in caring for them and the progression of their development

Staffing/Training

- To place the best interests of children's welfare, care and development at the centre of all you do whilst complying with current legislation including the principles of the Equality Act 2010 and Poppetts P&P
- Support new staff members during their induction period to assist them in settling in and working to Poppetts P&P
- Ensure that you are aware of nursery policies and can carry them out effectively
- Ensure that child staff ratios are met at all times and that the care of the children is never compromised
- To attend staff meetings termly and monthly.

Administration

- To keep up to date all EYFS documentation and any other developmental records at all times on I connect
- To complete all paperwork with care and diligence accurately heeding all help and advice on I connect

General

- To promote the setting in a professional manner at all times and provide a first class service to all parents, children and other staff on a daily basis
- Assist as necessary without prompting with cleaning, gardening and any other role to assist in the running of Poppetts
- Carryout all priorities and tasks for the day as set
- Actively communicate with parents and staff through regular meetings and good honest verbal dialogue
- Act as a good role model for others in the setting at all times
- To provide break cover, nursery room cover where needed, and domestic duties which could include washing up and tea preparation.

To establish and maintain a good, honest, open and professional two way level of communication regarding all aspects of nursery care and education, policies, procedures, staffing with other staff, management and owners at all times