



Job Description: Nursery Nurse

Purpose: To provide a high standard of physical, emotional, social and intellectual care for all children placed in the nursery.
To ensure the safety and well-being of the children.
To offer appropriate comfort, care and cuddles to all children as and when needed.
To give support to other personnel within the Setting;
To implement the daily routine in the rooms.

Key Areas: Work with the Children
Team work, Key Person responsibilities
Liaise with Parents/carers/staff team.

Hours of work: Shifts between 7.30am and 6pm Monday to Friday

Responsible to: Report directly to the Room Supervisor and/or Nursery Manager where applicable.

Duties and Responsibilities: -

Plan and implement a programme of activities suitable to the age range of children in your area, in conjunction with other team members.

Maintain and evaluate nursery records, including daily registers, accident reports and children's developmental records.

To regularly evaluate the children's development and to keep a proper record of achievement file on your key children

Adhere to policies and procedures laid down by Busikids Ltd and the statutory requirements as per the Early Years Foundation Stage.

Liaise with and support parents and other family members.

Work with parents of children with special needs to provide full integration to the nursery.

Support all staff to maintain a good team working relationship.

Work alongside the manager and staff team to ensure the philosophy behind the nursery is fulfilled.

To develop your role within the team, especially with regard to your work as a key worker. To be aware of the high profile of the Setting and to uphold its standards at all times.

To be flexible with the working practices of the nursery, be prepared to help where needed, including undertaking certain domestic jobs within the setting, e.g. preparation of snack, meals cleaning of equipment etc, or other duties as specified by the Manager and or Room Supervisor.

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Promote good personal hygiene for self, others and the children.

Be responsible for ensuring the children are given the correct food, taking into account different allergies and parents wishes.

Promote a positive sense of racial and cultural identity, understanding, respecting and sharing ethnic and cultural differences. Ensuring all activities reflect positively the linguistic, religious and cultural diversity of the community.

To be vigilant at all times regarding the physical and emotional welfare and security of all children, bringing to the attention of the Nursery Manager/Deputy, anything about a child that gives cause for concern.

To actively promote and support the safeguarding of children and young people in the workplace, ensuring the Settings policies and procedures are observed at all times.

Positive management of children's behaviour, in conjunction with Busikids' policies and procedures.

Recording accidents on the accident forms. Ensure the manager has initialled the report before the parent receives it.

Look upon the Setting as a "whole" where your help can be most utilised, be constantly aware of the needs of children and other team members.

To respect the confidentiality of information received.

To ensure that mealtimes are a time of pleasant social sharing by engaging with the children and role modelling good manners and behaviour.

Ensure all children are clean, dry and appropriately dressed, washing and changing children as required.

Providing comfort and reassurance to an ill child, reporting their condition to management and parents.

Preparation, care, cleanliness and maintenance of the play rooms, sleep areas and nursery equipment. Using continuous risk assessments and reporting to seniors of any broken or dangerous toys or resources.

Implementation of Health and Safety routines and reporting any safety or health hazard immediately to your senior.

Ensure that the children are supervised at all times.

Arrival and departure - ensure that children are collected by someone known to the nursery, procedures to be strictly followed; children are welcomed on arrival and are fit to attend.

Registers to be kept up to date at all times.

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Be involved in occasional out-of-working hour's activities as appropriate and as directed by the Manager i.e. staff meetings, parents' events, and training, open days.

I have received and understood the above job description for a Nursery Nurse and agree to perform the duties as described.

Signed..... Date.....

Print name.....

Reviewed October 2020