

**OAKWOOD PRIMARY SCHOOL  
117 TENNYSON ROAD,  
LUTON, BEDFORDSHIRE,  
LU1 3RR**

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**Job Description**

<b>Job Title:</b>	<b>Nursery Nurse</b>
<b>Accountable To:</b>	<b>Nursery manager and head teacher</b>
<b>Salary Grade:</b>	<b>(depending on experience and qualification)</b>
<b>Start date:</b>	<b>3<sup>rd</sup> January 2017</b>
<b>Contract type:</b>	<b>Permanent</b>
<b>Work hours.</b>	<b>8.00am – 4.30pm</b>

**1. Key Purpose of Job**

- 1.1. To work as part of the Early years team to provide high quality care and education for children aged 3-5.
- 1.2. To ensure the day care national standards are adhered to at all times.

**2. Anticipated Outcomes of Post**

- 2.1. The Nursery will provides high quality care and education for children aged 2-5
- 2.2. The Ofsted Daycare National Standards are met and exceeded

**3. Key Duties**

- 3.1. To supervise and play with the children.
- 3.2. To oversee activities which cover all areas of children's development.
- 3.3. To act as keyworker for a group of children.
- 3.4. To liase with and support parents and carers.
- 3.5. Be responsible for the preparation of children's records in your group
- 3.6. Support all staff and engage in a good staff team
- 3.7. To attend all in and out of working hour's activities e.g weekly staff meetings, CPD training etc
- 3.8. Undertake certain domestic jobs within the Nursery e.g. preparation of snack, cleaning of equipment and floor mats.
- 3.9. Participate in all training programmes.
- 3.10. Ensure good hygiene and cleanliness are maintained at all times.
- 3.11. Record accidents in the accident book and ensure that parents sign accident forms.
- 3.12. Develop and maintain good relationships and communication with parents / carers to facilitate day to day caring needs of the children.

- 3.13. Ensure someone known to the Nursery collects all the children on time.
- 3.14. To ensure all children are signed in and out.
- 3.15. To ensure the provision of a high quality environment to meet the needs of individual children
- 3.16. To undertake planning as required in line with the Early years Foundation stage.
- 3.17. Ensure planning is implemented.
- 3.18. Ensure all nursery policies and procedures are adhered to.
- 3.19. To undertake food hygiene training and prepare snack, tea and in the event the cook is absent, lunch.
- 3.20. To accompany children on trips organised by the school.

#### **4. Budgetary Responsibilities**

None

#### **5. Line Management Responsibilities**

None

#### **6. Health and Safety Responsibilities**

All employees will ensure that they;

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, travel vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

#### **7. Key Working Relationships**

##### **7.1. External**

- 7.1.1. Children.
- 7.1.2. Parents / Carers.
- 7.1.3. Luton borough council
- 7.1.4. All Oakwood Primary Early Years and Childcare partnerships.
- 7.1.5. Health service.

## **7.2. Internal**

7.2.1. Oakwood Early years Staff

7.2.2. Early Years Manager and head teacher

7.2.3. All staff at Oakwood Primary school.

## **8. Other Duties**

To undertake additional duties as required, commensurate with the level of the job.

### **Other Information**

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The school operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any area of the school building.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Early years Policies and Procedures.
- d) The post-holder must comply with the School's Health and Safety requirements.
- e) The post holder may be required to move their base to any other location within Luton if and when required.
- f) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check DBS (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

**April 2016**

**(revised) October 2017**

Please see the next page

## Person Specification

**Job Title:** Nursery Nurse

Oakwood  
Early years

Managers will assess candidates against their ability to meet the essential requirements of the job.

Candidates will be assessed against their ability to meet the desirable requirements of the job in a competitive situation.

Candidates with a disability will be guaranteed an interview if they meet the essential requirements only.

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

**Candidates should explain how they meet each of the numbered requirements within their supporting statement.**

### Essential

#### **Skills and Effectiveness:**

1. Excellent childcare practise
2. Communication skills
3. Ability to work as a team member
4. Ability to use own initiative.
5. Ability to work in partnership with parents / carers

#### **Knowledge:**

6. A thorough knowledge of all aspects of children's developmental needs from 2-5 years.
7. Knowledge of the foundation stage curriculum.
8. Understanding of Child Protection and relevant legislation
9. Understand the importance of working in partnership with parents.

### Desirable

1. Efficient ICT Skills

2. Knowledge of Health and Safety

3. Knowledge of Luton Borough councils Children's Centres ethos and aims.

### **Essential**

10. Understand the importance of multi-agency working
11. Knowledge and appreciation of social diversity and equal opportunities.
12. Understanding of equal opportunities.

### **Experience/Achievements:**

13. Minimum 2 years experience of working in a full day care setting with children aged between 2 – 5 years .

### **Qualifications/Professional Memberships:**

14. NVQ 3 in Childcare and Education or Equivalent. National Nursery Examination Board (NNEB) Diploma in Nursery Nursing

### **Desirable**

4. Experience of planning activities for children.
5. Experience of carrying out risk assessments.

6. Desire to work towards NVQ 4, or foundation degree in Early Years
7. Willingness to undertake training as appropriate

### **Other requirements of the job**

- a) Ability to carry out the physical requirements of the role (i.e. manual handling)
- b) Ability to travel efficiently around school sites in order to carry out duties.
- c) Ability to accommodate unsociable hours.
- d) Ability to accommodate shift patterns.