

Nursery Nurse

Responsible to: Unit Head via Room Leader.

Job Purpose: To assist the Nursery Manager to ensure the efficient and effective running of all areas of the Nursery in accordance with high standards of customer service, RUSU Policy, Health and Safety requirements and Equal opportunities. A fundamental aspect of the role is adherence to safeguarding good practice and ensuring the overall welfare of the children. .

To implement the Early Years Foundation Stage (EYFS) to help young children achieve the five Every Child Matters outcomes.

To assist the Nursery Manager in providing an atmosphere cohesive to overall child development and wellbeing.

To work as part of a team in caring for children in one (age-group) room.

Main Duties

Learning,
Development and
Care

- To maintain a welcoming atmosphere and greet children on arrival.
- Establish and develop a good relationship with carers and parents, encouraging dialogue, cooperation and partnership.
- Provide feedback on daily activities.
- Undertake regular parent meetings.
- Responsible for individual child personal hygiene.
- To supervise mealtimes and encourage good table manners.
- Ensure effective methods of behaviour management are implemented at all times.
- Report any additional need or child protection concerns to superior in line with Nursery procedure.
- To work effectively with external childcare professionals as required.
- Responsible for day to day housekeeping and maintenance of nursery equipment
- To discuss with the Room Leader and Unit Head any issues arising.
- Undertake any other reasonable duties as requested by superiors.
- Support children's learning and development through child initiated play
- Plan activities to support the children's individual learning needs based on observational evidence.
- Maintain a learning journey for key children, reviewing current levels of development and planning for next stages in accordance with EYFS guidance.
- To consult and inform as appropriate with staff and Manager.

Health and Safety

- To work as directed by the Room Leader and Unit Head to ensure compliance with all legal requirements.
- To take an active role in emergency evacuation situations.
- To ensure safety for staff, students, children and visitors at all times.
- To take a lead role in First Aid provision.
- To ensure high standards of Nursery hygiene.
- To work within safe and secure systems of work at all times.

Self Development

- To attend and contribute to meetings/team briefs to ensure effective communication.
- To adhere to Reading University Students' Union's personnel practices and procedures.
- Ongoing suitability to be proven through satisfactory appraisal and review systems in place.
- Maintain and enhance current childcare knowledge and skills through active participation in training sessions.

Person Specification – Nursery Nurse (Qualified)

Knowledge and Experience

- A good level of education
- An understanding of children's development
- Experience of working with children
- Experience of working in a childcare setting
- NVQ level 3 (or equivalent) in childcare
- Demonstrable knowledge of Safeguarding practices
- Demonstrable knowledge of Special Educational Needs

Skills and Abilities

- Ability to follow instructions and work on own initiative as necessary
- Ability to communicate effectively with parents, carers and other professionals
- Ability to implement high health and safety standards
- Ability to work effectively as part of a team
- Ability to establish positive relationships with children
- IT Skills

Personal Qualities

- A commitment to giving children and families the opportunity to reach their full potential
- A commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities to further knowledge
- A commitment to continuing professional development
- Enhanced CRB clearance

Desirable Criteria

- Food Hygiene level 2 or above
- Paediatric First Aid qualification