

# Job Description: Nursery Nurse (Part Time)

We have some fantastic part time positions at Little Green Man for a Nursery Nurse (part time)

## Purpose of the Post

- To work under the direction of the Manager/Deputy Manager/Group Manager/Room Senior
- To provide high standards of childcare, to include a safe, caring environment to enable emotional, social, and educational development of the children.
- To ensure that the children under supervision receive the highest possible standard of childcare and professional practice in the Nursery.

**Responsible to :** Room Senior/Group Manager/Manager/Deputy Manager/Proprietor

## Main Duties

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met
- To keep records of key childrens development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good teamwork
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and any learning needs.
- To ensure the provision of a high quality environment to meet the needs of individual children, having an awareness of any disabilities, family cultures and medical histories.
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, or staff meetings
- To be flexible within working practices of the setting, moving to a different group room, undertaking other responsible duties where needed, such as domestic tasks, preparation of snacks, cleansing of equipment, etc.
- To prepare children for transition to the next age group, completing transition forms and staying with them for their first visit
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person and to inform your manager if you feel you require any further training
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support nursery assistants, students and volunteers.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To actively promote and support the safeguarding of children in the workplace, ensuring that all staff and volunteers observe the settings policies and procedures to keep children safe from harm.
- Offering all children equal opportunities with regards to their religious beliefs,
- racial origins, disabilities and cultural background

Please send a CV and cover letter to the details below