



BELMONT GROSVENOR *School*

JOB DESCRIPTION

POST: Nursery Nurse

MAIN DUTIES AND RESPONSIBILITIES

Overall purpose of the post

- ◆ The post holder is responsible for ensuring high standards are met in the care of up to 40 children, from 3 months old, in the Nursery between 8am and 6pm. The Magic Tree is operationally distinct from other parts of Belmont Grosvenor School, being open for 51 weeks of the year and not just in term-time.

Primary Responsibilities

- ◆ Reporting to the Head Teacher, Early Years Co-ordinator and MTN Deputy Manager
- ◆ To responsible at all times for the safety and security of children and staff and to meet all statutory regulations in this area.
To ensure accident forms are completed and signed by all parties involved.
- ◆ To have a good understanding of spoken and written English
- ◆ To make every effort to keep up-to-date with best professional practice in the care of babies and toddlers and to undertake training accordingly.
- ◆ To ensure that the Early Years Foundation Stage Statutory Framework are met within the Nursery
- ◆ To ensure that the Early Years Foundation Stage Guidance is implemented
- ◆ To maintain Nursery records and to liaise effectively with parents.
- ◆ To ensure all health and safety checks have been completed throughout the day in both
- ◆ the indoor and outdoor environment.
- ◆ Be available for Parents evenings.
To implement and adhere to whole school policies and those specific to the Magic Tree.
To be aware of and act upon all policies regarding 'Safeguarding Children'.
- ◆ To attend staff meetings / briefings and other meetings with colleagues as required.
- ◆ Attend an annual appraisal.
- ◆ Attend and assist with Open Days, Christmas events, Governors drinks and any other school or nursery events.
- ◆ When on courses etc remember at all times you are representing the Nursery.
- ◆ To act as a key person to a small group of children and to ensure their needs are reflected in the planning of routines and activities.
- ◆ Ensure the learning environments are meeting the needs of the children.
- ◆ To ensure that every child within your Key person group has observations completed every week
- ◆ To be aware of children's special educational needs and ensure staff support these children
- ◆ effectively.
- ◆ To adhere to the nursery's policy on Confidentiality.
- ◆ To assist the Nursery manager and deputy in the maintenance of the public image and reputation of the school.
- ◆ To undertake other duties, as assigned by the Headmistress and Nursery Manager, necessary for the efficient running of the school.