

Job Title: Nursery Nurse apprentice

Location: Daisy Chains Nursery

ROLE PURPOSE

To work as an effective member of the nursery team delivering flexible, high quality, education and care that meets the needs of young children and their families. With guidance, ensure compliance with all company policies, Health and Safety legislation, Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government DCSF and regulated by OFSTED.

ACCOUNTABILITIES

Childcare and Education

Develop high quality interactions, which extend children's learning and thinking.

To plan, prepare and participate in a range of activities that promotes each child's physical, intellectual and emotional needs to enable each child to reach their full potential.

To ensure that planned activities come from the children's next steps, observations and interests, as the EYFS framework requires.

Ensure that the environment is well set out and that resources are excitingly presented and accessible.

Supervise meals and mealtimes ensuring they are a time of pleasant social sharing. To ensure all staff sit and interact with their key children where possible and to make this a sociable time.

To encourage where appropriate, all children to use cutlery, serve themselves, and sit at the tables during meal and snack times as an important element of planning to support learning and development.

To help children acquire self-help skills, including dressing, feeding, toilet training and an awareness of personal hygiene as an important element of planning to support learning and development.

To act as key person for a group of children, by observing, monitoring and accurately recording each child's individual development. Ensure that all your key children have an accurate up to date record of their learning achievements.

Implement positive management of children's behaviour

Be proactive in the use of reflective practice to help develop an improve own practice and working environment.



Supervise, effectively mentor and provide a good role model for all Nursery Assistants and students and help new staff fit in with the team.

Contribute to the development and maintenance of effective relationships with parents and other agencies.

To support the transition throughout the nursery and to mainstream school.

DAILY DUTIES

To assist in the daily domestic management of the nursery, including ensuring that the nursery is kept safe, secure and clean at all times. Be prepared to help where needed in preparation of snack meals, cleaning of equipment, doing laundry etc.

To work in partnership with fellow colleagues to create an effective nursery team and be fully involved in all activities associated with the nursery.

Preparation, care, cleanliness and maintenance of the playrooms and equipment. To clear up after activities ensuring equipment is stored properly.

ADMINISTRATION

To work under supervision to maintain records and documentation that complies with statutory requirements.

HEALTH AND SAFETY

To be aware of and comply with the Nursery's Child Protection Policy, Confidentiality Procedures and other Nursery policies and procedures.

In consultation with the Supervisor, Deputy Manager/Nursery Manager and parents, assist in identifying suitable care plans when accommodating children with special educational needs.

To ensure that colleagues liaise with parents when the child is collected from Nursery. Ensuring a quality hand over is given to the parents in accordance with the collection procedure.

To share in the responsibility for safeguarding and promoting the welfare of all children in the nursery.

To prepare, clean and maintain the nursery room and equipment. To ensure that all cleaning records are written and filed for evidence.

To report and record all accidents, incidents and to be aware of all risk assessments within the nursery.



To implement the necessary Health and Safety, fire, accident and emergency procedures in accordance with Daisy Chains policies.

To report any signs of illness, neglect or apparently non accidental injury directly to a senior member of staff of the management team. Providing comfort and warmth to a poorly child, ensuring that the management are aware of the child's progress.

STAFF

To assist in the organisation of registers and staffing, ensuring that the staff/child ratios are maintained at all times.

COMMUNICATION

To liaise with colleagues when finishing a shift, advising them of any information that is to be relayed to parents when the child is collected from nursery.

To liaise with parents and to encourage their involvement in the aims of the nursery in all aspects of the children's care and to recognise the role that the parents have already played in the Early Years Education of their child and that their continued involvement is crucial to successful learning.

To attend staff meetings as arranged by the management and senior management team. Participate in regular parent's evenings, publicity functions, open weekends, and children's outings. Maintain regular and effective communication with colleagues, functional colleagues and other key people within Daisy Chains.

PERSONAL DEVELOPMENT

To keep up to date with developments in childcare through regular training as appropriate.

EQUAL OPPORTUNITIES

Ensure that practice fully embraces the company's equality of opportunity policy at all times. To ensure that everyone is treated as individuals with respect and full consideration, in line with the Company's Equal Opportunities Policy.

Ensure that the requirements of children with learning difficulties and/or disabilities are fully supported via appropriate programmes.

To assist in the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and their respective stages of development. Teaching the children to respect and look after their environment.



GENERAL

Ensure that confidentiality is maintained at all times in relation to all information.

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied within changing the general character of the duties

