

**Post Title:** Nursery Nurse CC649

**Evaluation:** 441 points

**Grade:** N05

**Responsible To:** Manager – Community Nurseries/Deputy Manager

**Responsible For:** N/A

**Job Purpose:** To facilitate the childcare and development of children within community nurseries within the context of the child's needs, their family and community.

**Main Duties:** The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Work to support the development plans for individual children working to ensure each child achieves the best possible outcomes in all areas of their learning and development.
- 2 In compliance with the Early Years Foundation Stage, provide care and education through the provision of safe, stimulating, enjoyable and constructive activities appropriate to the child's age and abilities to ensure physical, social, emotional and intellectual development.
- 3 Undertake the role of keyworker for a group of children as directed by Management team.
- 4 Develop strong relationships with parents/carers and actively encourage parental involvement in their child's learning and development.
- 5 Observe the individual progress of children, discuss and record as directed by the management team.
- 6 Discuss with the management team any child matters of importance or concern in relation to individual children. Where required, record such matters as directed by the management team.
- 7 Promote and maintain good standards of supervision and order including the following of daily routines ensuring, as far as is reasonably possible, the general safety and welfare of children and families.
- 8 To actively promote and support the safeguarding of children and young people in the workplace, ensuring setting policies and procedures are observed at all times.
- 9 To promote and comply with all aspects of the Early Years Foundation Stage.

- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.