

## St Hilda's and Bluebird Nursery Roles and Responsibilities

<b>Maternity Cover</b>	1 year maternity cover from September 2019
<b>Position:</b>	Senior Nursery Nurse responsible for end of day
<b>Hours of Work:</b>	40 hours per week
<b>Holiday:</b>	25 days plus bank holidays.
<b>Main Responsibility:</b>	To be responsible for the delivery and organisation of the Early Years Foundation Stage (EYFS) curriculum in the evening routine and to work flexibly and effectively as part of a team, ensuring the smooth running of the nursery and curriculum. To provide high quality care and planned activities for the children in the nursery. To provide effective feedback and work in partnership with parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life. To play a positive role in supporting the Nursery Manager in providing a high quality establishment.
<b>Qualities &amp; Experience:</b>	We are looking for a suitably qualified Senior Nursery Nurse with responsibility for caring for children and maintaining a high-quality, stimulating learning environment, with an assigned leadership responsibility for the organisation of the nursery tea and evening routine. In return we offer excellent rates of pay with on-going support and career development for this part time, permanent position. The nursery is a stand-alone setting but part of and supported by an established independent school.
<b>Keys Tasks and Responsibilities:</b>	
<b>1. Curriculum development and childcare practice</b>	<p>To support the nursery in the delivery of Early Years Foundation Stage (EYFS), with special responsibility for co-ordinating the Tea and Evening Routine.</p> <p>To be responsible for the development and implementation of short term planning for the evening routine, working in co-operation with colleagues as appropriate to achieve the most effective approach throughout the nursery.</p> <p>To be involved in managing and organising resources for the above responsibility.</p> <p>To ensure that all knowledge and information relating to their area of responsibility is kept up to date and to disseminate relevant information to the whole team.</p> <p>To oversee and co-ordinate the evening planning and the provision of a stimulating range of age-appropriate activities and ensuring the room(s) is well-resourced and creatively set-up at all times.</p> <p>To work under the guidance of the teaching and senior staff to teach and support classes throughout the nursery where the teacher is released for PPA.</p> <p>To cover classes for longer periods when required.</p> <p>To conduct pre-planned lessons, along with implementing your own planned lessons when required.</p> <p>To provide high quality care and activities for children which recognise both individual and group requirements in a secure safe and stimulating environment.</p> <p>To supervise and be responsible for the welfare of all children during planned absences of the teachers or Senior Nursery Nurses, following systems to ensure consistent, high-quality care.</p> <p>To make a positive contribution in supporting the running of the nursery/classroom, reporting any problems to the Nursery Manager.</p> <p>Be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistle blowing policies</p> <p>Develop genuine bonds with all children and to support colleagues to sensitively fulfil their key person responsibilities. This will involve supporting the Observation, Assessment and Planning cycle, planning for their individual needs, carrying out focused</p>

	<p>short and long observations and maintaining photographic evidence under the direction of the EYFS Teacher/Senior Staff.</p> <p>To reflect on practice and daily routines, tailoring them to meet the individual needs of each child, throughout the day.</p> <p>Support practitioners to prepare and use a range of resources suitable for children's ages, interests and abilities taking into account of diversity and promoting equality and inclusion.</p> <p>Participate in free flow systems when appropriate; aiding the children's development in self-assurance, independence, making choices and self-selecting. Ensuring that no child is ever left on their own and supporting their play as and when required</p> <p>Never leave the environment without permission putting your colleagues at risk of being out of ratio – except in the case of an emergency</p>
<b>2. Record keeping and reports</b>	<p>To be responsible for the organisation of the evening and end of the day paperwork – ensuring ISI requirements are fulfilled.</p> <p>To be responsible for the organisation of evening planning and working in collaboration with all staff to plan and provide stimulating and engaging activities.</p> <p>To contribute to observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively amongst practitioners and parents/carers</p> <p>To assist with the development and implementation of systems to monitor and record children' development and progress.</p>
<b>3. Parental involvement: managing relationships and sharing information</b>	<p>Provide feedback and work in partnership with parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in nursery life</p> <p>Deliver childcare in a way that meets parents' needs and work in partnership with them providing high levels of customer care at all times.</p>
<b>5. General</b>	<p>Assist children with their personal care, including changing nappies, assisting with potty training and other associated welfare duties</p> <p>Assist with the preparation and serving of food, milk, drink and snacks to children to encourage good nutrition and sociable eating</p> <p>Carry out health and safety /Risk Assessment checks as required to ensure that the environment is tidy, clean, safe and secure for children, staff, parents/carers and visitors</p> <p>Be familiar with the policies and procedures of Bluebird Nursery and St Hilda's School; adhering to them at all times</p> <p>Uphold and carry out the duties of the post with due regard to Equality and Inclusion policies</p> <p>Undertake other duties appropriate to the grade and character of the work that may reasonably be required by the setting</p> <p>To support staff/students/volunteers in undertaking qualifications, under the direction of the Nursery Manager.</p> <p>To be a positive role model responsible for nursery nurses and students on placement operating within each room within Bluebird Nursery.</p> <p>To work alongside the Nursery Manager to ensure that the Bluebird Nursery and St Hilda's School ethos is fulfilled.</p> <p>To promote the high standards of the Nursery at all times to parents, staff and visitors.</p> <p>To be prepared to interchange within the nursery.</p> <p>To have a firm understanding of the EYFS curriculum, along with being adaptable and having the ability to work across all age groups.</p>

You will be consulted about any proposed changes during your progress development discussions. Please note that the list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and as a term of your employment you may be required to undertake various other duties as reasonably required.

To be aware of your entitlement to professional development and take part in regular appraisals, lesson observations and supervisions.

### **Person Specification**

You will need to have the following qualifications, training and experience:

- NVQ level 3/NNEB or equivalent
- Good level of numeracy and literacy
- A firm understanding of the EYFS Curriculum
- Excellent organisational skills with the ability to work to targets and deadlines
- Proactive and innovative approach to challenges and ideas
- Understanding of the importance of health and safety
- Knowledge and understanding of ISI requirements.
- Strong positive team player and role model who is able to get the job done and to confidently lead others in the development of an assigned area.
- Strong attention to detail and a commitment to excellence
- Excellent communication skills in order to liaise with parents, staff and other.
- Strong IT skills to manage the electronic data held at the nursery.
- Able to demonstrate the ability to take on a responsibility role
- To have a flexible, energetic and adaptable approach