



JOB DESCRIPTION

Job Title: Apprentice Nursery Nurse
Location: Scribbles Day Nursery, Gorleston
Responsible to: Nursery Manager

Job Summary

The post holder will provide a high standard of physical, emotional, social and intellectual care for children placed in the setting. Implement the daily routine in the base room and ensure that confidentiality is maintained at all times.

Main Duties and Responsibilities

Operational

1. Operate a programme of activities suitable to the age range of children.
2. Keep a record of achievement file on the key children for parents / carers.
3. Completing children's developmental and observation records.
4. Supporting and liaising with the Manager, Deputy Manager, Third in Charge and Supervisory Nursery Nurses on a daily basis.
5. Engage in a good staff team.
6. To be flexible within working practices of the nursery and undertake certain domestic jobs e.g. preparation of snack meals, cleansing of equipment etc.
7. To respect the confidentiality of information heard and received.
8. Ensuring close supervision of children during all meal times and adhering to the allergy and dietary requirements of all children within the Nursery.
9. Ensuring the nursery offers an environment which reflects the cultural diversity of all children.
10. To be aware of the high profile of the setting and to uphold its standards at all times.
11. Maintaining security at all times.

12. Working within the required standard, ratios and conditions of registration.
13. Supporting the Manager, Deputy Manager, Third in Charge and Supervisory Nursery Nurses in organising and attending parents/carers' evenings.
14. Support the Manager, Deputy Manager, Third in Charge and Supervisory Nursery Nurses in organising and attending events that publicise the nursery; these may include fundraising charity events and open weekends.
15. Supporting the Manager, Deputy Manager, Third in Charge and Supervisory Nursery Nurses in developing and maintaining links within the local community to create a positive nursery profile.
16. Supporting the Manager, Deputy Manager, Third in Charge and Supervisory Nursery Nurses in creating and maintaining successful and professional partnerships with parents/carers.
17. Supporting and monitoring statutory framework and curriculum in England, Scotland or Wales to ensure each child develops within a stimulating environment.
18. Adhering to Company Policies and Procedures and complying with the Children's Acts of 1989, 2004 and 2006.
19. Possessing a thorough knowledge of Ofsted day care standards and effectively implementing these requirements.
20. Implementing the Company Safeguarding / Child Protection Policy and Procedures.
21. Adhering to all Company Procedures for the positive management of children's behaviour.
22. Adhering to the Company reporting procedures.
23. Any other duties appropriate to the post as directed by the Deputy Manager or any other Senior Management Staff.

Personnel

1. Supporting students, volunteers and regular visitors to the Nursery.
2. Providing a positive role model to colleagues, students and visitors to the Nursery.
3. Attending regular staff meetings.
4. Attending regular internal and external training.

Health & Safety

1. Complying with Health & Safety Legislation.
2. Remaining aware and observant of all Health & Safety issues in the Nursery and where possible reducing the risk of an accident occurring through preventive actions.
3. Maintaining the highest standards of cleanliness / tidiness within the Nursery.
4. Carrying out Health & Safety checks as outlined within Company Policies and Procedures.

5. Adhering to Health & Safety procedures including the carrying out of risk assessments.
6. Being aware of the outcome of risk assessments and fully implementing the specified controls.
7. Completing accident and incident records effectively.
8. Ensuring the Company medicine procedures are adhered to.
9. Maintaining allergy management systems in line with Company policy.

Safeguarding

Scribbles Day Nursery is committed to safeguarding and promoting the welfare of young children and expect all staff and volunteers to share this commitment.

Please note that this job description is not an exhaustive list of duties but merely a guide to the responsibilities of the post holder. Then post holder may be required to undertake additional duties within the sphere of their competence.

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I hereby agree to abide by and implement all tasks outlined in the above mentioned job description. If at any time I do not understand or need further clarification I will communicate with the Deputy Manager/Directors.

Name:

Date:

Sign: