



Snakes Lane East, Woodford Green, Essex, IG8 7JQ

E: admin@strive4academy.co.uk T: 020 8504 7301

Strive 4 Academy Trust. Registered in England. Company No: 10863245

Job Description

Job Title: Nursery Nurse
Salary: £30,288 LBR Grade 4 (pro rata) Point 7
Contract Type: Permanent
Hours: 36 hours per week + 30-minute lunch break
Monday-Friday 8.15am to 4pm -Term Time + INSET DAYS

Core Purpose:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Planning, preparing and delivering learning activities for individuals, groups or whole class, monitoring and assessing pupils and recording and reporting their progress.

Duties and Responsibilities:

- In line with the Statutory Framework for the Early Years Foundation Stage, plan and provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities indoor, outdoor and in out-of-setting contexts, which enable children to develop and learn.
- To settle in new children and provide on-going support, under a key worker system, liaising with parents and maintaining good communications.
- Participating in curriculum planning meetings and evaluation, contributing own thoughts and ideas to termly, weekly, daily plans and Individual Education Plans (IEP's).
- Preparation of the learning environment, assisting in the organisation of the room arrangement and resources. Valuing and displaying children's work.
- Taking responsibility for groups of children for varying types of activity, under the direction of a teacher.
- Accompanying children on outside activities (e.g. swimming, educational visits, etc.)
- Encouraging the children's development, independence, self-reliance, initiative and problem-solving skills.
- Observing children's activities and contributing to their written records Maintain children's records and carry out assessments.

- Working in a non-discriminatory way, being aware of difference and ensuring all pupils have equal access to opportunities to learn, develop and reach their potential.
- Maintaining respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs
- Being supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.
- Attending to the needs of sick or injured children. Applying First Aid as necessary, recording accidents and attending to children who are unwell until they are collected.
- Assisting with support for children who are identified as having special requirements (including those with complex needs), by assisting with performance of clinical procedures which may be undertaken by non-health qualified staff e.g. administering prescribed medicines, catheter care, tracheostomy care etc
- Dressing and undressing children whenever necessary throughout the day, arrivals, departures, playtimes and Physical Education (P.E.) classes.
- Preparing children for swimming and dressing them afterwards if required
- Feeding children unable to feed themselves at lunchtime and supervising drinks at breaks, liaising with the other professionals (e.g. Speech Therapist), where necessary.
- Moving and handling children, where necessary, following Health and Safety guidelines.
- To keep abreast of current issues and attend training programs outside of working hours if necessary.
- Assisting individual children with their mobility and independence training, including the use of their equipment, with advice and information passed on from other professionals e.g. Occupational Therapist and Physiotherapist etc.
- Toileting continent children, with assistance from colleagues where it has been assessed that more than one member of staff is required. (This does not include children requiring specialist nursing skills (e.g. catheters). Occasionally, changing continent children who have soiled, with help from colleagues.
- Supporting children who are identified as having Special Educational Needs (SEN) or English as an additional language (EAL), by organising the implementation of IEP's set by other professionals.

General:

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- To ensure all daily routines are adhered to. Adopt a creative and innovative approach towards practice, by being open to opportunities for improvements.



Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder