**Job Description**

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| **Job Title:** | Senior Nursery Nurse |
| **Department:** | Nursery |
| **Reports to**: | Nursery Manager |
| **Grade:** | Scale 4 |
| **Staff Group**: | Services |
| **Holiday:** | Annual leave entitlement is 26 days pro rata rising to 31 days after 5 years continuous service and 32 days after 10 years |
| **Job Purpose:** | To assist with the day-to-day operation of the Nursery in accordance with OFSTED requirements and guidelines. Nursery guidelines along with employment and safety legislation are adhered to at all times. To be responsible for the children entrusted to the care of the Nursery. |

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| **Main Tasks and Responsibilities** | |
| 1 | To have knowledge of and ensure that the regulations of the Children Act 1989 and OFSTED regulations are adhered to. |
| 2 | To ensure compliance with Health and Safety at Work Act 1974 and maintenance of equipment and stock. |
| 3 | To have knowledge and understanding of equal opportunities and anti-discriminatory practice and maintain confidentiality at all times. |
| 4 | To ensure that the nursery is clean and tidy throughout periods of operation. |
| 5 | To plan, develop and supervise suitable programmes of activities to cater for each child’s individual needs and to have knowledge of Early Years Foundation Stage framework. |
| 6 | To assist with the preparation of feeds for babies and young children, to supervise children at mealtime and toileting times |
| 7 | To attend regular staff / room meetings and positively contribute to the future development of the nursery. To hold room meetings with support from the Manager or Deputy. |
| 8 | To report immediately to the Nursery Manager or Deputy if you suspect a child is suffering from abuse. |
| 9 | To positively promote parental partnership and liaise with parents/carers on a daily basis regarding their child’s development and behaviour. |
| 10 | To keep appropriate records on individual children and assist senior staff in evaluating the individual progress of the children. |
| 11 | To supervise and work as a mentor for childcare students who will complete work placements at the nursery. |
| 12 | To assist the Manager/Deputy in the promotion and development of sound practise designed to achieve a well-motivated, effective staff team and, on occasion, for short periods of time, to act up into the Deputy role in their absence. |

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| **General Responsibilities** | |
| 1 | To carry out responsibilities, commensurate with your position, as defined within the following College policies and procedures:   * Equal Opportunities * Health, Safety & Welfare * Child Protection * Data Protection * Risk Management |
| 2 | To undertake any other similar duties of this level as required by the Nursery Manager, Director and/or the Principal. |

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| **Our Ways of Working at City College Norwich** | |
| Open and Informative | Communicate the right information, to the right audience, at the right time, in the appropriate manner. |
| Respectful and Fair | To be fair, tolerant, supportive, offer impartial advice and listen to others, regardless of their background. |
| Creative and Positive | Provide creative and positive solutions and seek new ways to improve the working and learning environment. |
| Collaborative and Inclusive | Promote a collaborative and inclusive culture where leadership, teamship and followship are fully integrated, acting as a role model and demonstrating a high degree of commitment, belief and pride in the College and the College’s vision. |
| Consistent and Responsible | Proactively take responsibility to deliver an outstanding service.  Actively seek to support others. |
| Exemplary and Tenacious | Lead by example. Set exacting standards for continuous improvement (including, for example, industrial updating) via professional conduct to ensure continued student success. |
| Aspirational and Entrepreneurial | Contribute to the improvement of student experience and outcomes. Actively identify relevant sources of self-development and opportunities to share expertise and knowledge with colleagues. |

**Person Specification**

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| Job Title | Senior Nursery Nurse | Location | Ipswich Road, City College Norwich |
| Department | Nursery | Grade | Scale 4 |
| Reports to | Nursery Manager/Deputy | Post Reference | RCCN |

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| Criteria | How Assessed?  Application (A) Interview (I)  Task (T) |
| Qualifications / Education / Training |
| 1. A relevant Childcare Qualification at level 3 or above | A |
| 1. A First Aid Certificate relevant to Childcare | A |
| 1. Level 2 literacy and numeracy qualifications or willing to undertake and achieve within 2 years | A |
| Experience |  |
| 1. Minimum of 2 years post qualifying experience | AI |
| 1. Experience of working on own initiative and the ability to supervise or lead a small team | AI |
| 1. Experience of working as part of an Early Years team delivering the Early Years Foundation Stage | AI |
| 4. Experience of planning, developing and supervising suitable programmes of activities  that cater for individual needs | AI |
| Skills, Knowledge and Level of Competency |  |
| 1. Expert within service specialism | I |
| 1. Focused on the provision of excellent services to all customers | I |
| 1. Solutions provider, focused on outcomes and able to work on own initiative | I |
| 1. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a College | AI |
| 1. Able to demonstrate knowledge of current child protection procedures | AI |
| 1. Able to demonstrate knowledge of the Early Years Foundation Stage | AI |
| 1. Able to demonstrate the ability to handle sensitive confidential information | I |
| 1. An awareness of the understanding of equal opportunity and anti-discriminatory practices | AI |
| Personal Qualities |  |
| 1. A team worker with an adaptable and flexible approach to work | I |
| 1. Creative, imaginative and entrepreneurial thinker | I |
| 1. Persistent and resilient approach to work | I |
| 1. Enjoys working collaboratively and seeking collaborative opportunities | I |
| 1. Committed to children’s success and supporting children to fulfil their potential | I |
| 1. Good communication skills | AI |
| 1. Continuously improving and commitment to own personal and professional development | AI |