LONDON BOROUGH OF NEWHAM **JOB SPECIFICATION**

Title of Job: Nursery Nurse **Grade:** Scale 4

Job No (s): ED31

Department: **Children & Young Peoples Service**

Section: Nursery, Special, Primary School

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JOB SPECIFICATION

PERSON REPORTS TO: The nursery nurse will be a member of the Nursery Team, which includes teaching and non-teaching staff. The teacher will be responsible for leading the team.

PERSON SUPERVISES: No supervisory responsibility.

PURPOSE OF JOB:

To assist in the provision of under fives' education.

EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES:

1. To establish good relationships with children and their families, and develop an understanding of their various cultural backgrounds.

2. To help to plan and assist with activities and topics in the Nursery, introducing a variety of activities that will provide stimulus for all areas of the child's development.

3. To help in the general supervision of the children during the school day, both inside and outside the classroom.

4. To encourage the acquisition and development of language and speech by all children particularly for children whose mother tongue is not English.

5. To take a share of telling stories, singing rhymes, musical instruments sessions and music and movement.

6. To offer particular help to children with special educational needs and to encourage children to develop tolerance of each other's abilities and disabilities.

7. To make observations of children's play, behaviour, problems and progress, to aid accurate record keeping when required.

8. To assist in the training of the nursery nurse students in individual schools, as appropriate.

9. To assist with the display of children's work and with the general preparation and care of the room.

10. To liaise where necessary with other agencies concerned with children in the Nursery, e.g. School Nurse, by giving information and seeking advice as necessary.

11. To supervise and encourage independence at milk time, toileting and packing away time.

12. To be aware of the physical safety and well-being of the children and to render first-aid and comfort, where and when necessary.

13. To attend staff meetings during basic working hours.

14. To undertake the general care of equipment, hygiene and safety.

15. This general Job outline covers most of the areas of responsibility. There may be other important aspects of the work, which will arise at individual schools, e.g. visiting children at home during the working day, before they are admitted into school.

16. Such other duties, within the competence of the postholder, which may be required, reasonably from time to time.

PERSONNEL SPECIFICATION

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
Experience	Experience of working with children, in either a voluntary or paid capacity, in an educational or similar setting.	Application Form
Knowledge	Knowledge of child learning processes and development stages.	Application Form/ Practical Assessment/ Interview
	Awareness of the Equal Opportunities Policy and its implications for Educational practice.	Application Form/ Interview
Skills	Ability to recognise children's needs and problems, to be able to help in the development of literacy skills for under 5's.	Interview
	Ability to communicate with, and relate well to children, particularly under 5's.	Interview
	Ability to organise classroom activities/to work as part of a team.	Interview

Qualifications NNEB – Diploma in Nursery Nursing

OR

National Vocational Qualification in Child Care and Education Level III

OR

BTEC – Diploma in Nursery Nursing (2yr FT)

OR

BTEC – Certificate in Nursery Nursing (2yr PT)

Please state on your application form qualification held with details of relevant work placements. The successful candidate will also be expected to provide a copy of their certificate before confirmation of appointment.