**OLDHAM HULME GRAMMAR SCHOOL**

**Job Description - Nursery Nurse**

The Nursery Nurse will be responsible to the Head of the Nursery and Infants who will also act as his/her line manager.

The Nursery Nurse will be responsible under the direction of the Nursery teacher for the care and welfare of specific children within the education establishment and to assist the teacher in the education process.

**Liaison**

The need for confidentiality is very important and must always be carefully considered.

**Key Tasks:**

Main duties will include:

**Working with children**.

* Involvement with the curriculum as required.
* Planning for specific areas or groups of children as required.
* Be responsible for assessment/ record keeping for groups of children.
* Encourage children to play and work together paying particular attention to equal opportunities.
* Take whole group sessions as directed by the teacher.
* Care for the safety of children, including familiarisation with drills and procedures.
* Be fully involved in the admission of children into the Nursery/Reception classes.
* Play an active part in encouraging parental involvement in the Nursery/Reception
* To work with children on ICT activities.
* Support children during PE and swimming.

**Not directly with the children**.

* Contribute to learning journals
* Mounting, preparing and displaying work in school.
* Reprographic work as directed by the teacher.
* To undertake other associated duties as required.

**Lunchtime Supervision.**

* Supervising as per rota.

**Health and safety**

* Reading and complying with the employer’s Health and Safety Policy both for their own protection and for all other employees, pupils and visitors on site.
* If suitably qualified act as a first aider.

**Liaison**

* Liaising with staff and parents as authorised.

**General**

* Any other duties at other times as required by the Principal including staff meetings, inset days, parents evenings, open days and curriculum evenings.

**Child Protection**

* The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and may be expected to carry out the following duties:
  + Child protection, discipline, health and safety
  + Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

| **Person Specification - Nursery Nurse**  **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | |
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|  | **Essential** | **Desirable** | **Method of  assessment** |
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| **Qualifications** | NVQ 2 in Early Years Care and Education or equivalent | Relevant first aid qualification | Production of the applicant’s certificates |
| **Experience/ knowledge:** | Previous experience of working with children in a nursery/school environment  Knowledge of the Development Matters in the Early Years Foundation Stage  An understanding of basic food hygiene  Understanding of and commitment to the implementation of equal opportunities | Experience of working with two, three and four year olds  Experience of assisting children with potty training  Forest Schools training or a love of the outdoors | Contents of the Application Form.  Interview  Professional references |
| **Skills** | Ability to work unsupervised.  Good oral and written communication skills  Able to work within a team and maintain good communication |  | Contents of the Application Form  Interview  Professional references |
| **Personal competencies and qualities** | Motivation to work with children and young people.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people.  Emotional resilience in working with challenging behaviours.  Positive attitude to use of authority and maintaining discipline.  The ability to behave with confidentiality at all times. |  | Contents of the Application Form  Interview  Professional references |