



Little Angels Fun Club and Nursery

Job Description Nursery Nurse

Purpose of Post

1. To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Fun Club & Nursery.
2. To give support to other personnel within the Nursery
3. To implement the daily routine in the base room.

Key Areas

1. Work with children
2. Teamwork
3. Liaise with Parents

Responsible To:

Nursery Manager / Officer in Charge

Duties and Responsibilities

1. Formulate and operate a programme of activities suitable to the age range of children in your area in conjunction with the Manager.
2. Prepare the children's records and institute reviews/reports for parents, in conjunction with the Manager.
3. Work with parents of special needs children to give full integration in the Fun Club & Nursery. Foresee the needs of special needs children and give guidance as appropriate.
4. Support all staff and engage in a good staff team.
5. To work within a team of staff and to ensure good practices at all times
6. Liaise with and support parents, family members, local Authority and other professionals associated with the Setting.
7. To attend **ALL** out of working hours activities, e.g. training, monthly staff meetings, parents evenings, summer fayre, Christmas party, etc.
8. To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake domestic jobs within the setting.
9. Work alongside the manager and staff to ensure that the philosophy behind the project is fulfilled.
10. Recording accidents in the accident book. Ensure Team leader has signed the report before the parent receives it.
11. Participate in the training programmes of a wide variety of students and assisting or training staff (i.e. placements and volunteers), by giving guidance & Support.
12. Ensure someone known to Fun Club & Nursery collects each child.
13. To respect the confidentiality of information received.
14. To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Health and Safety standards appropriate for the needs of young children

15. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
16. To be aware of the high profile of the nursery and to uphold its standards at all times.
17. To develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs.
18. To liaise with out side agencies as required.
19. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.

Signature_____ Date_____

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