



Little Angels

Fun Club & Nursery Ltd.



“Empowering our children, parents and staff to achieve”

Candidate Information Pack August 2021

Nursery Nurse

Dear Applicant,

Thank you for taking the time to learn more about this role. We are delighted that you are considering applying to join our staff team as a Nursery Nurse.

We are looking for a Nursery Nurse who is ambitious and passionate about the care and education of children that will support and join our current team of experienced nursery nurses to achieve best outcomes for children.

Little Angels was originally established as a single setting childcare provider, the first of its kind in Cramlington, in September 1999 by Debbie and Ian Wylie when they were unable to find suitable childcare for their own son. The company has always been forward-looking, keen to provide the best care for children and the best training and support for staff.

The company now operates five sites, covering three local authorities as it has expanded opportunistically in response to a range of different situations. It won the tender for the Fenham setting in 2003; it entered Bedlington when parents asked Little Angels to take on a setting that had just gone into administration; it won a tender for childcare at Cramlington Village Primary School; and it was similarly successful in tendering for out-of-school club provision at Amberley Primary in Killingworth.

We are registered for around 500 children across all sites, and the company has developed a well-respected presence in the local communities that it serves. More than 20 years since its inception, Little Angels still seeks to provide the care and education that parents want and need as well as the personal touch and attentive feedback to families that help cement their trust and connection with the staff who care for their children. These qualities are the foundation on which Little Angels is built and embody the care that it offers.

Over the last year, we have weathered the pandemic and streamlined our provision. Our parents have remained very supportive of Little Angels and the care we have provided throughout the crisis, as we ensured that our settings continued to serve the needs of critical workers, their children and families, as well as vulnerable children during difficult times.

We hope to appoint a nursery nurse who will successfully uphold and achieve the absolute best standards and outcomes for our children, families, and staff.

You will be passionate about having an impact and making a difference to the lives of children, whether from vulnerable or privileged backgrounds. You will love spending time with the children, delivering inspirational learning. You will be an excellent communicator and will work alongside your team to achieve the best experiences for our children and their families.

What do I need to do if I want to apply?

Please read through the person specification and job description, and if you feel you meet the essential criteria, complete your application and return it to the email address here: office@littleangels.info

The closing date for all applications is **Friday 20th August 2021**. Those who are

successfully shortlisted will be contacted to attend an interview from **Wednesday 23rd August 2021**. Please note that while we try to accommodate exceptional circumstances, the Covid regulations mean the dates for interview are non-negotiable to ensure we follow government guidelines while also being fair and inclusive.

We look forward to receiving your application.

Ian Wylie
Company Director

Nursery Nurse Job Description

Post title	Nursery Nurse
Salary range	£19,500 FTE, £9.39 p/h
Location	Little Angels Fenham
Hours	40 hours per week
Holidays	FTE 28 days paid holiday (includes bank holidays.) An unpaid holiday scheme is provided for long service after two years rising to 33 days a year.
Start date	As soon as possible
Responsible to	Manager/Deputy Manager
Safeguarding	Please note that Little Angels is committed to safeguarding children and all roles are subject to at least two satisfactory references and appropriate DBS checks.

The job description below is neither definitive nor exhaustive. However, it should provide a clear indication of what is involved in the role of area manager at Little Angels. The company reserves the right to change or amend the description as the need arises.

Purpose of Post

1. To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
2. To work as part of a team in order to provide an enabling environment in which all individual children are safe and can play, develop and learn to the best of their ability.
3. To build and maintain strong partnership working with parents to enable children's needs to be met.

Responsible To:

Nursery Manager/Deputy Manager

Duties and Responsibilities:

1. To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
2. Safeguard all children and fully understand your role in safeguarding and reporting concerns.
3. To keep records of your key children's development and learning journey and share with parents, carers and other key adults in the child's life.
4. To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
5. To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any special needs, disabilities, family cultures and medical histories.
6. To advise the manager/deputy of any concerns, for example, over children, parents, the safety of the environment and the preserving of confidentiality as necessary.
7. To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Welfare, Health and Safety standards appropriate for the needs of young children
8. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
9. To be fully conversant with the EYFS Welfare Requirements and be fully up to date with the requirements of Keeping Children Safe in Education
10. Support and engage in an effective staff team.
11. To be involved in out of working hours activities, for example, training, staff meetings, social/fundraising activities etc
12. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
13. To liaise with outside agencies as required.
14. To work alongside the manager and staff team to ensure that the setting's philosophy is effectively fulfilled.
15. To develop your role within the team, especially with regard to being a key person

16. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
17. To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
18. Fully follow accident reporting procedures. Ensure the manager/officer in charge is aware of any accidents before the parents are informed.
19. Participate in the training programmes of a wide variety of students and assisting or training staff (for example, placements and volunteers), by giving guidance & support
20. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.

Personnel Specification – Nursery Nurse

Attributes	Criteria	How Identified	Rank
<i>Relevant Knowledge and Experience</i>	1. Experience of implementation of EYFS	Application/ Interview	Essential
	2. Knowledge of legislation relevant to Early Years such as EYFS, SEND, safeguarding children, Childcare Act 2006	Application/ Interview	Essential
	3. Experience working with children aged 0–5 years	Application/ Interview	Essential
	4. Knowledge and experience of key worker systems and record keeping	Application/ Interview	Essential
	5. Knowledge of Child Development and children’s needs	Application/ Interview	Essential
	6. Experience of working in partnership with parents and other professionals	Application/ Interview	Essential
	7. Experience in providing high quality, enabling environments for children 0-5 years	Application/ interview	Essential
	8. Experience in an ‘Out of school’ setting	Application/ interview	Desirable
<i>Education and Training</i>	9. Minimum of a relevant and recognised Level 3 qualification	Application	Essential
	10. Recent Paediatric First Aid qualification	Application	Desirable
	11. Basic Food Hygiene Certificate and other related training	Application/ Interview	Desirable
	12. Willingness to continue with professional development	Application/ Interview	Essential

Skills and Abilities	13. Ability to communicate well with adults and children	Interview	Essential
	14. To be able to demonstrate the ability to work as part of a team	Interview	Essential
	15. Computer literate	Interview	Essential
	16. Good organisational skills	Interview	Essential
	17. Ability to manage behaviour positively & effectively	Application/ Interview	Essential
	18. Ability to remain professional at all times	Interview Application/	Essential
	19. Ability to write legibly and show good presentation skills	Interview	Desirable
	20. Ability to demonstrate creative ability	Interview	Desirable
Additional Factors	21. Understanding of Equal Opportunities	Interview	Essential
	22. Awareness of Health and Safety and practical hygiene issues		
	23. Honesty with self and others		
	24. Have a clear understanding of the importance of confidentiality		
	25. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary		