



Job Description

<u>Job Title:</u>	TRAINEE NURSERY NURSE (i.e. on an APPRENTICESHIP or NVQ)
<u>Report to:</u>	NURSERY MANAGER(S), DEPUTY MANAGER, ROOM LEADER & OWNERS
<u>Other Key Relationships:</u>	All other staff members of the Team Members of other agencies (such as Health professionals) College Tutors Current and Prospective Parents of the Nursery Representatives from other Settings or Schools

Job Purpose:

To effectively and professionally support the more Qualified staff in the day to day childcare in the Nursery ensuring compliance of all Policies and Procedures and meeting the Requirements of the Statutory Framework for the Early Year Foundation Stage, with a consistent approach.

To work with the sub team in a room to ensure staff within the Room to ensure the children receive high quality care and education in a safe and stimulating environment.

To complete the necessary Training Requirements in line with the College's academic calendar by means of attending College lectures, and completion of work in order to achieve your Qualification as soon as is viably possible.

Key Responsibilities:

- Support the Room staff in the effective childcare and practice in particular by being familiar and practicing the Nursery policies and procedures, meeting the Requirements of the Statutory Framework for the Early Years Foundation Stage and too Development Matters in The Early Year Foundation Stage
- As a Trainee familiarise yourself with the EYFS regulations regarding qualified and training or soon to be trained staff counted in ratios. Ensure you are with Qualified staff or within sight of Qualified staff at all times
- To act professionally at all times and to be a positive role model to other staff and parents
- To identify any safeguarding or child protection concerns and inform the appropriate person(s) immediately and sensitively as recommended through your appropriate Training. If in doubt refer to our Safeguarding Policy or seek advice from another Manager or the Owners. Support other more junior staff in understanding their roles and responsibilities to safeguarding children
- Be willing to work together in supporting other Trainees or new, unfamiliar staff members
- Ensure play areas, gates, decking areas and staircases are safe and secure, that no unauthorised person can enter the premises at any time, and ensure children are always in the presence of a suitable adult. When within the outdoor play areas, walkways and staircases, routinely remind all staff of the importance of adult supervision, spreading out within the group and monitoring children's behaviours, in the interest of preventing accidents or incidents
- To ensure that every Child is encouraged individually to develop to his or her full potential physically, emotionally, socially and intellectually

- To support the delivery of a broad range of activities which utilise the unique outdoor spaces particularly when going for a walk to take activities and to record children's progression outside
- Cover sickness and planned Holiday Leave of other Trainees within the Nursery
- Be willing and flexible to move rooms, occasionally at short notice, in order for the Management Team to comply with appropriate staffing levels
- To attend regular training sessions in order to keep up to date with current Childcare knowledge, research and practice
- Attend Staff Meetings, unless specifically authorised not to
- If as part of your employment you are required to have a professional Qualification, it is your responsibility to ensure that it is maintained and copies of your accreditations are given to the Owners and stored in the Staff Files. Renewed Training certificates should be copied for the Nursery files as well
- To maintain confidentiality at all times
- To report any self-disclosure about your suitability to work, or the suitability of others to work with children, including any potential or confirmed criminal convictions

Other responsibilities include:

- Record any staff or parent concerns or complaints in writing on your Room's Register and verbally inform the Managers or Owners as soon as possible. Where the matter may be able to be resolved there and then, then do resolve, without admitting liability unless there is very clear evidence. Matters requiring a refund or change in the operational management of the Nursery can only be authorised by an Owner. Support other staff with a complaint professionally and calmly
- To familiarise with the progression of individual children through close working with their key workers, such that you can support effectively and report back to the key worker anything you have observed whilst that child is/was in your care
- Make sure that no notices include a child's full name on display, in the interest of protecting individual child's privacy. Be familiar with the Nursery's Privacy Policy and sign it to confirm you have understood it
- To work at all times in partnership with parents/carers and other agencies
- Immediately inform the Owners of any staff concerns you may have which may affect their performance or ability to care for children (this includes medical concerns)
- Making sure that toys and equipment are clean, tidied and in good repair. All broken items should be removed and mended or disposed of if necessary
- All indoor and outdoor areas must be checked at the end of each day to ensure that the Nursery is prepared for the following morning. If other staff have not left their area suitably clean or prepared for the next day, you may have to complete these tasks
- Ensure all medications are out of reach of children, and disposed of if the child has finished a course of medication, as directed by the prescription form and the parent. Do not allow staff to store medication, even paracetamol, in your Room (adult medications should be kept in the Office or Staff Room, to be taken in breaks and a Manager must be informed in case there is a medical emergency/collapse)
- Ensure no junk food or drinks are in your Room, but instead stored in the Staff Room or cars, to avoid the temptation or upsetting the children. If cakes or treats are brought in by parents in celebration of a birthday for example, makes sure you know the Parents' views on such treats and ideally avoid conflict with the parent on collection. Parents often do not wish children to be sent home at 5/6pm with sugary treats before bedtime
- Making sure all cleaning duties and appropriate hygiene procedures are adhered to in addition to tidying, cleaning cupboards, bins, toilets and decking areas
- Make sure bins are not left visible to collecting parents and disposed of with the first staff member to leave for the day on his or her way out to the car park
- Reporting any circumstances that make you feel uncomfortable to the owners immediately, whether they be parent, staff or child related
- Ask for help or read up in the Policies and Procedures Staff File in the Staff Room, if you are unsure about how to do something. Most likely and quickest is to ask a more Senior staff member to explain or show you how to do something

- If you do need to speak to a Manager or the Room Leader aim to utilise down time when the children are asleep and therefore you are not counted in ratio, to speak to or request to speak to the appropriate person at a mutually agreeable time.
- Inform the Room Leader, who does the weekly shopping list, if the craft or food stocks are diminishing and stock may need ordering
- Top up cleaning materials from the main cupboards daily or as they run low, for example toilet tissue, J clothes and sponges, black bin liners, room sprays and antibacterial products

Requirements for the Role

Education

- Appropriate Maths and English GCSEs or equivalent according to the College Training Contract at the time
- Safeguarding and Paediatric First Aid Qualifications (achieved within the last 3 years, or booked within 3 months of being employed at The Manor Farm Nursery)

Experience

- Demonstrate an understanding of child development and learning
- Demonstrate a willingness to work with other like-minded Qualified and Training childcare professionals to support the progression of children, in our unique environment
- Childcare experience within another Nursery setting or similar educational background, and/or within a non-employed but recognisable and well referenced environment (i.e. regular childminding etc.)

Skills & Knowledge

- Ideally, but not essential, to demonstrate a desire to Train towards being a Level 3 Nursery Nurse, or could be Level 2
- Must be able to demonstrate an understanding of the requirements of the EYFS, by means of discussion around the 7 named Areas of Development and be being able to give example of activities which link to areas of development
- Demonstrates a kind nature towards children
- Ability to recognise parent concerns and escalate to the Room Leader or Management for a prompt response and appropriate actions
- Prioritise Health and Hygiene and support this by cleaning the Room(s) and bathroom facilities well
- Be creative, explorative and fun to help children learn
- If you'd like to be involved in planning, research appropriate activities for children within your Room's age and on agreement with the Room Leader plan activities to best enhance the progress of children

Personal Attributes

- Passion for people and children
- Takes ownership and manages accountability
- Build great relationships through collaborative working
- A team player
- Enthusiastic, positive and determined
- Improving degree of professional confidence
- Willingness to work in challenging situations
- Ability to understand other peoples' perspective and take appropriate self-reflection and actions
- Seeks continuous Personal Development opportunities