

Nursery Nurse

Job purpose including main duties and responsibilities

Main Purpose of the Role

To support the planning, delivery, and assessment of high-quality early years education while ensuring the care, safety, and wellbeing of all children.

The role contributes to children's development across all areas of learning through play, structured activities, and positive relationships, helping each child to reach their full potential.

Key Accountabilities

Childcare, Welfare & Wellbeing

- Provide high-quality care, ensuring children are safe, happy, and supported
- Attend to personal care needs including:
 - Toileting and hygiene
 - Dressing/undressing
 - Supporting independence
- Support children at mealtimes, promoting healthy eating and social development
- Respond to illness, injury, and first aid needs appropriately
- Ensure safe collection and handover of children

Learning & Development (EYFS)

- Support the delivery of the Early Years Foundation Stage (EYFS), including all areas of learning
- Plan, prepare, and deliver engaging learning activities (indoors and outdoors)
- Encourage learning through play, exploration, and interaction
- Differentiate activities to meet individual needs, including SEND pupils
- Promote communication, language, and social development
- Support structured and unstructured learning

Assessment, Observation & Progress

- Observe, monitor, and record children's development and progress
- Contribute to learning journals and assessment records
- Provide feedback to teaching staff on:
 - Progress
 - Achievement
 - Wellbeing
- Support evaluation of learning activities and adapt practice accordingly

Support for Teaching & Curriculum

- Work closely with the teacher to:
 - Prepare learning activities and resources
 - Deliver planned teaching programmes
 - Support individual pupils and small groups
- Contribute to planning discussions and curriculum delivery
- Support the use of resources, including ICT, to enhance learning
- Maintain a purposeful, stimulating learning environment

Environment & Resources

- Prepare and maintain indoor and outdoor learning environments
- Set up and clear away activities and equipment
- Support displays of children's work and learning areas
- Ensure resources are safe, appropriate, and well maintained

Safeguarding, Health & Safety

- Follow all safeguarding and child protection procedures
- Promote a safe and secure learning environment
- Comply with Health & Safety, hygiene, and risk management requirements
- Report concerns promptly in line with school policies
- Maintain confidentiality at all times

Inclusion, Behaviour & Personal Development

- Promote positive behaviour and manage incidents in line with policy
- Support inclusion and equal opportunities for all pupils
- Encourage independence, confidence, and self-regulation
- Help create a nurturing, respectful, and inclusive environment

Communication & Partnership Working

- Build positive relationships with:
 - Children
 - Parents/carers
 - Colleagues and professionals
- Share relevant information about children's development and wellbeing
- Support parental engagement (e.g. discussions, meetings, home visits where appropriate)

Administration & General Duties

- Maintain accurate records (attendance, observations, incidents)
- Provide general administrative support as required
- Participate fully in meetings, training, and CPD
- Support wider school activities (e.g. trips, events, transitions)
- Undertake additional duties consistent with the role

Person Specification

Qualifications & Education	E/D	Stage
GCSE English & Math's qualifications (or equivalent)	E	AF, C
2 A levels or equivalent	D	AF, C
Level 2 qualification in Childcare / Early Years (or equivalent)	D	AF, C
Evidence of continuous professional development	E	AF, I
First Aid Qualification	D	AF, C

Experience, Knowledge and Skills	E/D	Stage
Experience working with young children in a nursery or school setting	E	AF, I, R
Experience working with children with additional needs or SEND	D	AF, I, R
Can use effective, non-confrontational strategies to manage behaviour	E	AF, I
Ability to observe, assess, and record children's progress	E	AF, I
Is able to use data systems to monitor and track pupil progress and identify areas of focus	D	AF, I
- Ability to: - Support learning and development effectively - Work as part of a team and independently - Build positive relationships with children and adults	E	AF, I, R
Has knowledge of child learning styles and behaviours	E	AF, I
Proven ability to manage a demanding workload and work under pressure with conflicting demands	E	AF, I, R
An ability to communicate with children and adults, overcoming barriers where necessary	E	AF, I, R
An ability to implement the academy's behaviour policy	E	AF, I
- Good understanding of: - EYFS framework - Child development - Safeguarding and welfare requirements	E	AF, I
Experience contributing to planning and assessment	D	AF, I

Personal Attributes	E/D	Stage
Caring, patient, and nurturing	E	AF, I, R
Enthusiastic and creative	E	AF, I, R
Reliable and professional	E	AF, I, R
Flexible and adaptable	E	AF, I, R
Resilient and calm under pressure	E	AF, I, R
Committed to inclusion and equality	E	AF, I, R
Ability to maintain confidentiality	E	AF, I, R

Special Requirements	E/D	Stage
Commitment to safeguarding and promoting the welfare of children	E	AF, I, R, D
Willingness to undergo an enhanced DBS Check	E	C, D
Compliance with all school policies, including safeguarding, health & safety, and equality policies	E	AF, I

KEY

E/D Essential or Desirable

AF Application Form

C Certificate

I Interview

R Reference

D Disclosure