



THE
ELMS

NURSERY NURSE (NVQ 3) - DUTIES AND RESPONSIBILITIES

- To work alongside the Manager and staff team to ensure that The Elms Nursery provides the highest possible care to children in our setting.
- To work with reference to current legislation, Ofsted guidance, National Standards and EYFS.
- To ensure that health, safety and security measures are constantly upheld, monitored and maintained, within the nursery environment
- To plan and deliver activities that meet the EYFS that are suitable to the age range of children in your care and individual requirements
- To work with other staff members, parents and outside professionals to meet the needs of individual children.
- To be responsible on a day to day basis for the safety and care of children, working in line with all policies and procedures to a the highest standards and to be proactive in highlight and questioning practices that may need reviewing
- Be pro-active in safeguarding and child protection
- To record your key person children's developmental progress in line with nursery procedures, and National Standards
- To work with parents to maintain good relationships and meet the needs of all children and families.
- To work as part of a team, sharing duties and have the ability to work independently.
- To develop good working relationships with parents and treat any information regarding families and children in strictest confidence, unless there are safeguarding concerns.
- To attend ALL out of working hour's activities, e.g. training, staff meetings, parents evenings, events, etc.
- To be flexible within your role to help other members of staff where required
- To undertake domestic jobs within the nursery where required e.g. preparation of snack meals, cleaning of equipment, putting out bins, doing the laundry, etc.
- To constantly strive to improve your practice by attending training courses relevant to the nursery's, children's and personal needs
- To on a daily basis keep observations of children's progress and activities and feed back to parents through written and verbal communication

SPECIFIC TASKS

- Communicate on a level which children understand and react to, allowing them time to make decisions and choices regarding their activities routines.
- Allow all activities to be fun with children being allowed to explore as many aspects of activities as they chose.
- Planning, setting up and clearing away daily activities in line with planning and routines
- Changing nappies, toileting and keeping children clean. Providing support and care for children as required
- To encourage children to become independent through allowing them to make choices and encouraging participation with setting up and clearing away during activities and meal times.
- Carry out daily risk assessments in line with nursery procedures
- Maintaining high standards hygiene and safety all at times which are appropriate for the needs of the children.
- To ensure The Ems Nursery meets the needs of individual children from differing cultures and religious backgrounds, and stages of development. Who are all treated with respect and given equal opportunities