



THE  
ELMS

### **NURSERY NURSE (NVQ 3) - DUTIES AND RESPONSIBILITIES**

- To work alongside the Nursery Leader 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 highlighting 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. when required. Using Tapestry where appropriate.
- To constantly strive to improve your practice by attending training courses relevant to the nursery's, children's and personal needs.
- On a daily basis, complete 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 of hygiene and safety all at times which are appropriate for the needs of the children.
- To ensure The Elms Nursery meets the needs of individual children from differing cultures and religious backgrounds, and stages of development, ensuring that all children are treated with respect and given equal opportunities.