

Job Description & Person Specification

Job Title:	Nursery Nurse
Department:	Nursery
Location:	Barlborough Hall School
Hours of Work:	42 hours per week, Mondays to Fridays between the hours of 7.30 am to 6.00 pm, on a rota basis
Responsible to:	Head of Early Years

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding and Child Protection Policy. Staff will receive appropriate child protection training which is regularly updated.

Main Purpose of this post:

The Nursery Nurse will work in the Nursery setting under the supervision of the Head of Early Years. All nursery staff have a responsibility to contribute to the educational development of pupils and the smooth running of the Nursery setting under the supervision of the Head of Early Years.

Main duties and responsibilities:

Planning and Organisation of Activities:

- Planning with Head of Early Years the daily/weekly programme of activities and events;
- Preparing and planning specific activities, e.g. cooking, craft work, story time;
- Arranging class displays and preparing interesting tables;
- Devising setting out and preparing equipment, e.g. table games, toys, paint, paper, craft materials and apparatus;
- Ensure organisation of resources;
- Dealing with finished work and assisting with the mounting of work for display purposes;
- Arranging class displays and interactive learning environment;
- Taster Sessions and Admissions;
- Attending weekly EYFS meetings to discuss the curriculum, school timetable and programme;

Headmaster: Dr Nicholas Cuddihy B.Rel.SC., MSc.,Ed.D

Mount St Mary's College
College Road, Spinkhill, Nr Sheffield S21 3YL

(t) 01246 433 388

(e) headmaster@msmcollege.com

Headteacher: Mrs Karen Keeton BMus (Hons) PGCE

Barlborough Hall School
Park Street, Barlborough, Chesterfield S43 4ES

(t) 01246 810 511

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Working with Children:

- Participating in children's play and conversation to stimulate and extend language, promote questions and develop ideas;
- Guiding and assisting individuals or groups in developing early language and mathematical skills;
- Taking responsibility for groups and classes in specific activities, e.g. story time, swimming and baking;
- Assisting children with particular learning difficulties;
- Supervising children on outings, recreational activities and visits;
- Taking responsibility for small groups on outings to develop knowledge of life skills;
- Supervision of children during play and meal times.

Assessment of Children:

- Observing the development of children to identify particular needs and difficulties, and to discuss these with teachers, Head of Early Years, SENCO, members of medical, social and other support agencies;
- Contributing towards any formal or informal process of the educational assessment of children;
- Using Tapestry to collate information to feed into the Early Years development stages;
- Reporting to parents on progress at parents' evenings or on request from parents during the academic year - Written reports to parents.

Care and Welfare of Children:

- Taking responsibility for the implementation of, and compliance with, school policies and protocols;
- Providing comfort and support for children in distress and helping with the needs of deprived children;
- Assisting children in all aspects of toileting.
- Rendering first aid, and administering medication in line with school policy;
- Maintain food hygiene status.

Housekeeping:

- General tidying in classrooms and associated areas and cleaning equipment after use;
- Maintaining and minor repairing of equipment;
- Organising food and drinks for children;
- Purchasing materials and ingredients for classroom purposes using school funds.

Liaison with Parents

- Greeting parents at the beginning and end of the day. Discussing with parents their children's progress and problems;
- To build up relationships with the parents in order to reduce the division between home and nursery for the child;

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In the absence of other Nursery Key Workers the Nursery Nurse will:

- Act as the principal contact for parents where concerns are raised.
- Continue to fulfil the daily/weekly duty rosters, programme of activities and events, including breakfast club and crèche and report any concerns to the Head of Early Years.
- Ensure continuation of materials for promotion and information to parents eg. website, newsletter.

Training and Development

- To participate in staff training and annual assessments of progress.
- To take responsibility for your own continuous professional development.
- Nursery Staff will be required to attend meetings; share departmental responsibility; attend local authority, school or departmental INSET and seek opportunities for professional development as identified through the appraisal process.

ICT

- Have a good understanding and knowledge of the General Data Protection Regulations (2018) and ensure working practices comply with the regulations.

Health & Safety

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations to your line manager and in accordance with School policy.
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety and welfare.
- Following any training you receive when using any work item provided.

All School staff are expected to:

- a. Work towards and support the School's vision and the current objectives
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value, promote and advance equality and diversity
- d. Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process
- h. Undertake other reasonable duties commensurate within the grade as required from time to time

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and/or SLT. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

Mount St Mary's College / Barlborough Hall School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

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PERSON SPECIFICATION

Nursery Nurse	Ess	Des	MOA
EDUCATION & TRAINING			
Qualified to at least NVQ Level 3	*		A/I/C
English and Maths GCSE at a minimum of grade C or equivalent	*		A/I/C
Strong computer skills and confidence in using MS Word and database programs	*		A/C
WORK EXPERIENCE			
Two years childcare/nursery experience	*		A/C
An understanding of the needs and expectations of working parents		*	A/I
A clear understanding of the importance of confidentiality	*		A/I
Understand the need to provide a stimulating, caring and consistent environment for young children	*		A/I
An understanding of children's needs and behaviour	*		A/I
SKILLS			
Knowledge of key worker systems and record keeping	*		A/I/C
Knowledge of Child Development	*		A/I/C
Ability to communicate well with adults and children	*		I/C
Good organisational skills	*		I/C
Understanding of Equal Opportunities, Health & Safety, Safeguarding Children	*		I/C
The ability to work with discretion and confidentially at all times, ensuring compliance with school policies and procedures.	*		I
PERSONAL ATTRIBUTES			
Able to engage warmly and empathetically with a range of visitors to the school	*		I/R
An independent thinker and initiative taker	*		I
A strong work ethic with a 'can do' flexible attitude.	*		I
Enthusiasm and a good sense of humor	*		I
Be able to work effectively as part of a team	*		I/A

Key: MOA = Method of Application; A = Application; I = Interview; C= CV

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