



ST PIRAN'S

Inspiring Confidence

Nursery Nurse in Nursery

Job Description

Hours: 11:45am – 4:00pm

(with occasional cover required in our extended day facility until 6:00pm)

(this is a year-round position to include work in our Mini Crew holiday club during the school holidays)

Responsible to: Head of Early Years

Our Nursery Nurse will:

- Assist Room Leaders as directed by the Head of Early Years
- Set up the classroom with the Room Leader for any activities that will be taking place during the day
- Work as a team with Room Leaders and other Nursery Nurses
- To be the key worker for a small group of children, as required
- Work with small groups of children or individuals to teach through the child's play covering all areas of the Early Years Foundation Stage curriculum inside and outside
- Work with small groups of children for adult led or directed work
- To occasionally take the whole group as directed by the Room Leader and agreed by the Head of Early Years e.g. taking the register, reading a story
- Give feedback to support assessments
- Write observations and take photos for the Early Years Learning Journals
- Liaise with parents as required at the start and end of the day, when they arrive with, and pick up their children
- Understand and support emotional and social needs of pupils
- Attend to any child who becomes ill or injured during the day and seek appropriate assistance
- Support children with toileting and personal care when needed, including children who are not yet toilet trained
- Visit the library with children and support the development of pre-reading skills
- Serve snack or lunch to Nursery children and eat with them where required
- Take children to their 'specialist teacher' lessons, e.g. dance, music etc. and stay with them during the lesson to support the teacher
- Take children to extra-curricular activities or extended day
- Share outside supervision, including setting out and putting away equipment
- Prepare and put up displays, as required
- Support Teachers and Room Leaders with productions
- Set a positive example to all children by personal attitude of co-operation, consideration and caring relationships to all members of the school
- Promote and safeguard the welfare of the pupils maintaining a constant awareness of all issues relating to child protection
- Follow the school's policies as set out in the staff handbook and on the school website
- Attend meetings/other events when required during your working hours and outside your working hours e.g. Early Years Staff Meetings, School Open Days, Parents Evenings and Inset Day
- Attend training, as required
- Undertake such duties as might be reasonably requested by the Headmaster or the Head of Early Years

The duties outlined above are in addition to those covered by the latest 'Contract of Employment' under Duties and Hours of Work. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job.

December 2017