



## JOB DESCRIPTION

<b>Job Title:</b> Nursery Nurse	<b>Grading:</b> 10-13
<b>Section:</b> Nursery	<b>Reference:</b>
<b>Job Objectives:</b>  1. To support the Nursery Manager  2. To assist in the supervision of nursery children	
<b>Reporting to:</b> Nursery Manager	
<b>Reporting to the position:</b> None	
<b>Interface with:</b> Nursery children, college staff where appropriate and parents	
<b>Approved by:</b>	<b>Date:</b>
<b>Signature of Post Holder:</b>	<b>Date:</b>

## **Duties and Responsibilities:**

1. To support the Nursery Manager.
  - a) To assist in the detailed planning of each Nursery session viz mornings and afternoons and support each individual child's physical, social, emotional and intellectual development.
  - b) To assist, where appropriate, in discussions with parents relating to their child's activities in the Nursery.
  - c) To take part in regular team meetings.
  - d) To be involved in forward planning.
  - e) To keep up to date records of achievement that are shared with parents and used as a basis for planning.
  - f) Work with and support children with special educational needs.
  - g) Undertake certain domestic jobs (eg. Preparation of snacks, cleaning of equipment and ensuring health and safety requirements are met).
  - h) To attend Parents Evening and Fundraising where appropriate.
  - i) Act as key worker to a group of children in your room.
2. To assist in the supervision of nursery children.
  - a) To assist children to maintain satisfactory standards of personal hygiene.
  - b) To assist in the supervision of snack/meal times.
  - c) To ensure that children behave safely.
  - d) To prepare and clear toys and equipment, as appropriate.
  - e) Any other duties relating to the nursery as required by the Nursery Manager.