



JOB DESCRIPTION

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

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.