



**ELLEN WILKINSON PRIMARY SCHOOL**  
**LONDON BOROUGH OF NEWHAM JOB SPECIFICATION**

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**Title of Job:** Nursery Nurse

**Grade:** Scale 4

**Job No (s):** ED31

**Department:** Children & Young Peoples Service

**Section:** Nursery, Special, Primary School

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**PERSON REPORTS TO:** The nursery nurse will be a member of the Nursery Team, which includes teaching and non-teaching staff. The teacher will be responsible for day to day leading the team.

**PERSON SUPERVISES:** No supervisory responsibility.

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**PURPOSE OF JOB:**

To assist in the provision of under-fives' education.

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**EQUAL OPPORTUNITIES:**

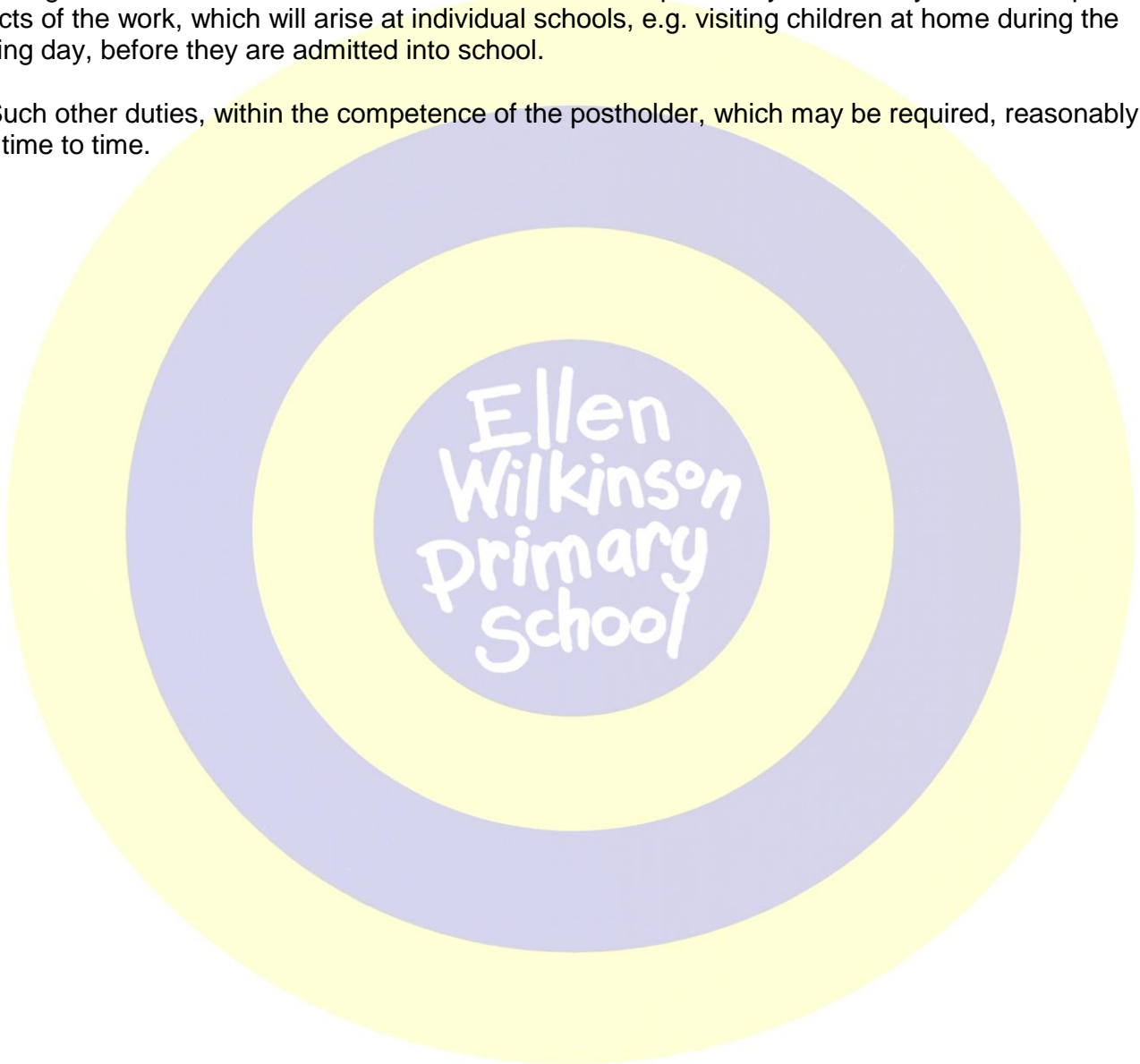
The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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**DUTIES AND RESPONSIBILITIES:**

1. To establish good relationships with children and their families, and develop an understanding of their various cultural backgrounds.
2. To help to plan and assist with activities and topics in the Nursery, introducing a variety of activities that will provide stimulus for all areas of the child's development.
3. To help in the general supervision of the children during the school day, both inside and outside the classroom.
4. To encourage the acquisition and development of language and speech by all children particularly for children whose mother tongue is not English.
5. To take a share of telling stories, singing rhymes, musical instruments sessions and music and movement.
6. To offer particular help to children with special educational needs and to encourage children to develop tolerance of each other's abilities and disabilities.
7. To make observations of children's play, behaviour, problems and progress, to aid accurate record keeping when required including contributing to pupil profiles.
8. To assist in the training of the nursery nurse students in individual schools, as appropriate.
9. To assist with the display of children's work and with the general preparation and care of the room.
10. To liaise where necessary with other agencies concerned with children in the Nursery, e.g. School Nurse, by giving information and seeking advice as necessary.

11. To supervise and encourage independence at milk time, toileting and packing away time.
12. To be aware of the physical safety and well-being of the children and to render first-aid and comfort, where and when necessary.
13. To attend staff meetings during basic working hours.
14. To undertake the general care of equipment, hygiene and safety.
15. This general Job outline covers most of the areas of responsibility. There may be other important aspects of the work, which will arise at individual schools, e.g. visiting children at home during the working day, before they are admitted into school.
16. Such other duties, within the competence of the postholder, which may be required, reasonably from time to time.



## YOU ARE ADVISED TO READ THE FOLLOWING NOTE CAREFULLY

The requirements listed below are all essential to the job, so you must show how you meet all of them. Where application form is shown as a method of assessment, you **must show on the form how you fulfill the criteria, even if other methods of assessment are shown. If you do not, you will not be shortlisted. Rather than simply repeating your career history, look at the skills and experiences required by the job and provide evidence that you possess them, by giving specific examples.**

Please read the guidance notes that accompany the application form carefully, as the decision to shortlist you for the interview will be based solely on the information you provide on your application form.

ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Recognised childcare qualification which is <u>one</u> of the following <ul style="list-style-type: none"> <li>• NNEB – Diploma in Nursery Nursing</li> <li>• National Vocational Qualification in Child Care and Education Level III</li> <li>• BTEC – Diploma in Nursery Nursing (2yr FT)</li> <li>• BTEC – Certificate in Nursery Nursing (2yr PT)</li> </ul>	Application form and Documentation
EXPERIENCE	
1. Experience of working with children, in either a voluntary or paid capacity, in an educational or similar setting 2. Experience of work in a multi-racial / cultural community. 3. Experience of working with disabled children, children in need and children with special educational needs 4. Experience of working with parents and carers. 5. Experience of working with a range of different professionals and agencies.	Application form and Interview
KNOWLEDGE	
1. Knowledge of child learning processes and development stages (including the EYFS curriculum expectations) 2. Sound knowledge of caring for the under-fives; including knowledge of the special needs of children with disabilities and the ability to identify children at risk. 3. Awareness and commitment to the Council's Equal Opportunities Policy and implications for Educational practice. 4. Understanding of and ability to apply Council procedures in relation to the running of the setting.	Application form, task & Interview
SKILLS	
1. Ability to devise and record stimulating and appropriate program of activities and experiences for children. 2. Ability to recognise children's needs and problems, 3. Be able to help in the development of literacy skills for under 5's. 4. Ability to communicate with, and relate well to children 5. Ability to liaise closely with and support parents and carers and a range of different professionals. 6. Ability to reflect on own practice. 7. Good literacy and numeracy skills and ability to contribute to children's records 8. Ability to work on own initiative and to know when to seek help, or refer onto others. 9. Ability to undertake a variety of tasks during a working day, to work with children of differing ages, stages and abilities in different situations, alongside other staff, parents/carers, students, trainees and volunteers.	Application form, task and Interview  Application form, task and Interview
PHYSICAL REQUIREMENTS	
1. Fit enough to carry out normal childcare tasks and to lift children and light furniture and equipment.	Council's Medical Assessment
SAFEGUARDING REQUIREMENTS	
1. Commitment to promoting and safeguarding the well-being and welfare of pupils 2. Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, including those with challenging behaviour	



Ellen  
Wilkinson  
Primary  
School