



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Nursery Nurse (Maternity Cover)
<b>PAY/GRADE</b>	Point 14, £21,449 per annum (£15,178 actual)
<b>HOURS</b>	30 hours per week, 38 weeks per year
<b>REPORTS TO</b>	Nursery Room Leader
<b>LOCATION</b>	The College Nursery, Peterborough College
<b>JOB PURPOSE</b>	
To help the room team leader ensure a high standard of physical, emotional, social and intellectual care for children placed in the nursery, particularly within the age range of children in the room.	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Work as part of a team to provide a high standard of quality care and education.</li> <li>• Work within the nursery policies and procedures at all times.</li> <li>• Ensure children’s individual records are kept up to date.</li> <li>• Support children’s independence through care routines.</li> <li>• Implement the day to day routine in the room including setting out and tidying away nursery activities.</li> <li>• Set out and serve lunch and including washing up and clearing away.</li> <li>• Prepare drinks and snacks for tea time.</li> <li>• Complete and assess initial parent work with parents when their child first starts</li> <li>• Be a key person for a designated group of children ensuring that observations and assessments are kept up to date and used to inform planned activities, which are then implemented and reviewed.</li> <li>• Support parents to attend consultations 3 times a year to work in partnership in supporting their child’s development.</li> <li>• Work with external agencies to promote the best outcomes for children.</li> <li>• Give clear direction to nursery assistants working in the room.</li> <li>• Undertake basic first aid for children in line with agreed procedures.</li> <li>• Deputise for room leader as and when required.</li> <li>• Work within the Early Years Foundation Stage Framework.</li> <li>• Attend room and team meetings.</li> </ul>	
<b>OTHER</b>	
<ul style="list-style-type: none"> <li>• Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures.</li> <li>• Promoting and consistently exemplifying both internally and externally the values and behaviours of the College’s vision</li> <li>• Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety</li> <li>• Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults</li> <li>• Undertaking any other duties and responsibilities commensurate with the level of the post as required</li> </ul>	



**TERMS AND CONDITIONS**

<b>Contract</b>	Fixed Term Contract
<b>Pension</b>	Local Government Pension Scheme
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period.
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
<b>Working Arrangements</b>	Normal working hours of 8.00am to 6.00pm Monday to Friday.

**APPLICATION PROCESS**

Applicants should complete the College's online application form at

<https://ieg.ac.uk/work-for-us/>

**PERSON SPECIFICATION**  
**Nursery Nurse (Maternity Cover)**

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
<b>QUALIFICATIONS</b>						
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
Level 2 childcare qualification	E		✓			
First Aid Certificate		D	✓			
Food Hygiene Certificate		D	✓			
Child Protection Training		D	✓	✓		
Level 3 childcare qualification		D	✓			
<b>EXPERIENCE</b>						
Experience of working with children across a range of ages 0 - 5	E		✓	✓	✓	✓
Experience of working with special needs children		D	✓	✓	✓	
Experience of supervising a team/room		D	✓	✓		
<b>KNOWLEDGE</b>						
In-depth knowledge of EYFS and child development	E			✓		
In-depth knowledge of Child Safeguarding	E			✓		
In-depth knowledge of Health and Safety for role and environment	E			✓		
Knowledge of key worker system	E			✓		
Commitment to updating skills and knowledge	E			✓		
<b>KEY SKILLS</b>						
Excellent communication and interpersonal skills with the ability to communicate well with young children and parents	E			✓		
Enthusiastic and motivated	E			✓		
Team player and also able to work on own initiative	E			✓		
Understanding of confidentiality and ability to apply to the role	E			✓		
Ability to supervise a team		D		✓		
Ability to make decisions	E			✓		
Time Management and Planning skills	E			✓		
Administration and organisation skills	E			✓		
<b>OTHER</b>						
Awareness and respect for colleagues, young adults and children's cultural, religious and emotional needs and beliefs	E			✓		
Committed to safeguarding and promoting the welfare of children and young people	E			✓		
Commitment to the IEC's core values	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References