



JOB DESCRIPTION	
JOB TITLE	Nursery Nurse
PAY/GRADE	Point 14, £21,449 per annum (£18,214 actual)
HOURS	36 hours per week, 38 weeks per year
REPORTS TO	Nursery Room Leader
LOCATION	The College Nursery, Peterborough College
JOB PURPOSE	
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.	
MAIN DUTIES AND RESPONSIBILITIES	
Your main duties and responsibilities will include, but will not be limited to the following areas:	
<ul style="list-style-type: none"> • Work as part of a team to provide a high standard of quality care and education. • Work within the nursery policies and procedures at all times. • Ensure children’s individual records are kept up to date. • Support children’s independence through care routines. • Implement the day to day routine in the room including setting out and tidying away nursery activities. • Set out and serve lunch and including washing up and clearing away. • Prepare drinks and snacks for tea time. • Complete and assess initial parent work with parents when their child first starts • 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. • Support parents to attend consultations 3 times a year to work in partnership in supporting their child’s development. • Work with external agencies to promote the best outcomes for children. • Give clear direction to nursery assistants working in the room. • Undertake basic first aid for children in line with agreed procedures. • Deputise for room leader as and when required. • Work within the Early Years Foundation Stage Framework. • Attend room and team meetings. 	
OTHER	
<ul style="list-style-type: none"> • 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. • Promoting and consistently exemplifying both internally and externally the values and behaviours of the College’s vision • Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety • Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults • Undertaking any other duties and responsibilities commensurate with the level of the post as required 	



TERMS AND CONDITIONS

Contract	Fixed Term Contract
Pension	Local Government Pension Scheme
Probation	New appointees to the College are subject to a 6 months' probationary period.
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
Working Arrangements	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						
Criteria	Essential or Desirable		Assessment Method			
	E	D	A	I	T	R
QUALIFICATIONS						
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	✓			
EXPERIENCE						
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	✓	✓		
KNOWLEDGE						
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			✓		
KEY SKILLS						
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			✓		
OTHER						
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