



NORTHAMPTON HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

NORTHAMPTON HIGH SCHOOL

NURSERY NURSE

JOB DESCRIPTION

- JOB TITLE:** Nursery Nurse Grade 3
- JOB PURPOSE:** To help foster the educational and social development of pupils in the Nursery.
- ACCOUNTABLE TO:** Nursery Manager

KEY TASKS:

These include but are not limited to;

- To help provide an environment which enables pupils to settle into Nursery routine.
- Administering first aid when required and maintaining appropriate records.
- To plan and prepare activities and create resources, in accordance with the Nursery curriculum .
- To work with assigned pupils according to their educational needs, and to be involved in assessment activities.
- To record and report the development, progress and attainment of pupils, attending Parents' Evenings, when requested.
- To assist with the creation of a positive learning environment which makes effective use of available resources, and to liaise with other staff, as appropriate.
- Promote and model positive behaviour in the Nursery.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- To promote the well-being of pupils, safeguarding their health and safety and maintaining high standards
- Participate in training activities and sessions offered by the school and other external agencies in order to develop relevant knowledge and skills.
- Communications
 - a. Establish and maintain a relationship to foster links between home and school, and to keep the school fully informed of relevant information.

- b. Be aware of confidential issues linked to home /pupil / school.
 - c. Work collaboratively with colleagues to meet the needs effectively of all pupils.
 - d. Communicate concerns and observations to the Nursery Manager/ Assistant Nursery Manager regarding health & safety issues and child protection issues to maintain the school's duty of care.
 - e. Liaise with parents regarding the effective sharing of information regarding the collection of pupils.
- To participate in appropriate staff and Nursery meetings and to contribute to school decision making and consultation procedures.
 - To carry out administrative tasks and duties, to attend assemblies and to supervise pupils, as requested.
 - To assist with the pastoral care of pupils in Nursery responding to achievements, day-to-day problems and concerns.
 - To accompany pupils of trips and visits.
 - To help with Open Morning and open events, as required.

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Contribute to the school's programme of extra-curricular activities.
- c. Support and contribute to the school's responsibility for safeguarding students.
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process, and training and development opportunities available.
- h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- i. Undertake other reasonable duties related to the job purpose required from time to time such as working in other age groups as required and if qualified to so, e.g. taking classes to swimming, covering other members of non-teaching staff.

This job description and allocation of particular responsibilities may be amended, by agreement, from time to time.

Person Specification

Skills Required

Ability to demonstrate active listening skills	ESSENTIAL
Ability to use language and other communication skills to which children can relate	ESSENTIAL
Ability to empathise with the needs of children	ESSENTIAL
Ability to work effectively with other colleagues	ESSENTIAL
Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes	ESSENTIAL
Ability to undertake observations of individual children and complete records	ESSENTIAL

Knowledge Base

A good standard of education, particularly in English and Mathematics (equivalent to GCSE Grade 4/5 or equivalent)	ESSENTIAL
Knowledge of EYFS requirements for the age of the pupils	DESIRABLE
Knowledge of the use of basic IT skills - able to maintain records and produce reports, take and upload photographs using allocated devices and software	ESSENTIAL
Knowledge of Safeguarding issues	ESSENTIAL

Qualifications/Attainment

Evidence of relevant attainment in a recognised TA qualification i.e. NVQ, NNEB, City & Guilds, BTEC etc or through relevant experience	NVQ Level 3	ESSENTIAL
Evidence of attainment or training in Safeguarding issues/procedures		ESSENTIAL
A paediatric First Aid qualification		ESSENTIAL
Willingness to participate in further training and developmental opportunities offered		ESSENTIAL

Experience

Relevant experience in an educational establishment/setting	ESSENTIAL
Demonstrable evidence of establishing positive relationships with children	ESSENTIAL
Demonstrable evidence of experience in supporting children in a learning environment	ESSENTIAL
Experience of preparing resources for children	ESSENTIAL

Attitude/approach

To be professionally discreet and maintain confidentiality on all school matters at all times	ESSENTIAL
Flexible approach to all directed tasks	ESSENTIAL
Work as part of a team or on own using own initiative	ESSENTIAL