

Post Title: Nursery Nurse

Place of Work: The role is primarily based at the Dartford or Gravesend campus, but the nature of the work will require travel to any of the College sites as required.

Hours: The Nursery operates from 8.00am to 6.00pm, involving some shift working.

Salary: Tier 8 Spot -

Responsible to: Deputy Nursery Manager / Nursery Manager

Role:

The post holder will be responsible to the Nursery Manager and will assist with the delivery of the onsite Nursery provision.

Specific Responsibilities:

- To maintain an up to date knowledge of the principles and practice of childcare and first aid.
- To put the children’s welfare first, assisting with keeping records of children’s particulars, including medication, and ensuring that health and safety considerations are paramount in every aspect of the Nursery’s operation.
- To provide appropriate activities to stimulate the children, encouraging all children to join in.
- To assist with the maintenance of financial records with regard to Nursery fees, estimating and ordering consumables (food, toiletries, etc.), maintaining an inventory of all stock and fittings, ordering replacements when necessary within budgets.
- Assist with the serving of meals and general training of children in table manners, hygiene and consideration for others.
- Co-operate in keeping the Nursery clean and hygienic, including the toilet area and the kitchen.
- Have proper regard for the standing of the College in the community and help the College maintain close and effective liaison with outside organisations.
- You will be required to meet College IT standards specific for the role.
- Any other duties as directed by your Manager.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
(1) Qualifications:			
Recognised childcare qualification – equivalent to NVQ level 2	√		Application / Interview
Recognised childcare qualification – equivalent to NVQ level 3		√	
Current first aid certificate	√		

(2) Knowledge to include:			
Child protection issues		√	Interview
(3) Experience to include:			
Working in a day nursery with 0 to 5-year olds	√		Application/ Interview
(4) Technical skills / abilities to include:			
Childcare – practical working	√		Interview
Ability to work as part of a team	√		Interview
Good written and verbal communications and ability to communicate with tact and discretion, both face to face and over the telephone, with parents and other staff / students	√		Application / Interview
Proactive approach	√		Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____