

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH350	Grade G
Job Title :	Nursery Nurse	
Main Job Purpose :	To be primarily concerned with the educational development of children within the nursery environment and sympathetic to their social and emotional needs. To assist the nursery teacher to plan, prepare and carry out day to day activities.	

Main Duties	
1.	Working with nursery teacher to plan and prepare for the daily running of the nursery sessions.
2.	Work with children as individual or in a group in all curricular activities.
3.	Carry out domestic duties such as tidying up, preparing for snack time, organising cooking activities.
4.	Planning, preparing, mounting and removal of wall displays.
5.	Help plan and prepare work activities in co-operation with the teacher and clear away/store equipment in the correct place.
6.	Accompany the nursery teacher on home visits before nursery children are due to start
7.	Collect milk money, sweatshirt money, trip money and keep records of money taken and bills paid.
8.	Accompany the children on class outings under the overall supervision of the nursery teacher.
9.	Carry out domestic duties with regard to child's well-being-cleaning changing wet/soiled children. Apply first aid and keep records of incident.
10.	Plan and prepare "cooking with children" workshops for parents and their children.

Supervision and Management
The job holder has supervisory responsibility for from 1 – 5 members of staff and may lead projects with parents

Creativity and Innovation (i.e. Problem Solving)
• Contributes to the planning of activities. Uses a variety of skills and strategies to deliver effective activities. • Establish support and positive relationships with pupils, parents and carers. • Planning, preparing, mounting and removal of wall displays. • Interpret work policies in partnership with Nursery Teacher

Key Contacts And Relationships	
Teachers, Head Teacher, Parents and Children	Inform teachers and parents on progress of children. Questions relating to nursery activities, any concerns regarding children's behaviour and general well-being.
Children, Teachers, Parents	Undertaking group work with children. Explaining activities planned in nursery. Explaining the whereabouts of resources.
Teacher, Head Teacher, Parents	Raising concerns regarding welfare of children. Explain changes of behaviour.
Children	Assist children who may be sick, wet, soiled, unhappy etc. Developing children's confidence. Encourage social behaviour.
Parents	Sharing information with parents.

Decision Making
May make decisions in relation to routine problems which may arise whilst supervising children (e.g. sickness): Children having difficulty with activities, accidents, toilet training, first aid. Will have significant input into children's learning programmes.

Resources

The job holder will handle small amounts of cash but this is not a main feature of the job.

Working Environment

There will be some disruption when visitor/speaker in Nursery

Physical demands will involve walking, standing, lifting, carrying heavy equipment (outdoor toys) carrying children when distressed. Cleaning tables/equipment, standing, lifting, stretching to put up displays

Work base - nursery classroom, outdoor area.

There may be contact with bodily fluids when giving care to children..

Context - frequent risk of injury from lifting/carrying heavy equipment or children when required. Occasional risk of personal safety when dealing with upset children.

Knowledge and Skills

High level of knowledge and skill required in caring, communication, dexterity, linguistic, literacy, numeracy, supervising, technical skills because of high level of needs required by young children.

The work demands a level of experience commensurate with the NNEB Qualification.