

## **INSPIREALL JOB SPECIFICATION**

<b>Job Title:</b>	Senior Nursery Nurse
<b>Location:</b>	Starjumps Nursery (The BECC)
<b>Responsible to</b>	Nursery Manager and Deputy Manager
<b>Responsible for:</b>	Nursery Staff

### **Overall Purpose of the job:**

The Senior Nursery Nurse should support the Deputy and Manager in providing a high standard of physical, emotional, social and intellectual care and ensuring the safety and well-being of the children; to contribute to and implement nursery policies and give support to other personnel with in the nursery.

### **Key Areas**

- Work with children
- Team work
- Liaise with parents

### **Mission Statement**

To promote and develop health, wellbeing and more active lifestyles within the communities we serve.

### **Aim**

Our aim is to help individuals and communities LIVE active, healthy, happy and fulfilled lives.

### **Our Values**

- ✓ **Listen** - we will proactively listen to our customers utilising their feedback.
- ✓ **Improve** – we continually look to improve the services we offer, embracing new opportunities, challenges and ideas.
- ✓ **Value** – we will offer affordable, value for money services to all our customers.
- ✓ **Encourage** – we will encourage individuals and groups to fulfil their potential and ambitions.

### **Specific Duties:**

1. Help prepare and fully set out the nursery before children arrive and tidy it up after children leave.
2. To assist the nursery team in providing a friendly, caring environment in order to encourage and develop children in our care.
3. To be in charge of staff ensuring the room is being lead safely. To supervise staff and students in training and maintaining a proactive and professional team.
4. To be in charge when Deputy or Manager is away from the setting.
5. To open and close the nursery at the end of the day. Maintaining staffing levels and daily routines.
6. To ensure planning assessments and evaluations are regularly completed, provide and take part in all the group's activities.

7. Listen to, encourage, enable, stimulate and ensure the safe keeping of the children
8. Attend staff meetings and help prepare and implement a curriculum for the group
9. To be involved in ALL activities, e.g. training, staff meetings at special events, outings and visits, fund-raising and open day events.
10. Liaise with and support parents and other family members.
11. Attend relevant meetings and courses as directed by the deputy manager, manager and committee
12. Advise the manager of any matter requiring attention such as concerns about a child, staff or equipment needing repair or replacement
13. Keep completely confidential any information regarding the children, their families or other staff.
14. Ensure that the Day Nursery service reflects InspireAll & Day Nursery Equality and Diversity Policy and procedure.
15. Maintain effective links with other departments within the Family Centre.
16. Complete Daily Risk assessments, ensure Health and safety measures are in place.

**Person Specification: Senior Nursery Nurse**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	NNEB/NVQ 3/Advance Diploma in Child Care and Education/Cache Level 3/BTEC National Diploma	Senco Trained.
<b>Skills/Aptitude</b>	<ul style="list-style-type: none"> <li>• Ability to implement Ofsted’s National Standards for Full Day Care</li> <li>• Clear and effective communication skills (written and verbal)</li> <li>• Ability to maintain records and write accurate reports</li> <li>• Ability to work in partnership with parents/carers</li> <li>• Ability to support deputy manager</li> <li>• Be able to work as part of a team, support staff and use own initiative</li> <li>• Have a positive aptitude to training and personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Needs to be flexible, motivated, enthusiastic and have a good sense of humour</li> <li>• Able to use Microsoft Windows</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• At least 2 years experience in a day care setting</li> <li>• Experience of supervising children and providing quality care and education</li> <li>• Experience in Birth to Three Matters and the Foundation Stage Curriculum</li> <li>• Experience of working within a busy setting and prioritise duties</li> <li>• Experience in Curriculum Planning</li> <li>• Experience of Keyworking</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in planning and delivering the Curriculum for 2-5 year old children</li> <li>• Experience in observing, planning and writing Individual Educational Plans for 2-5 year old children</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A comprehensive understanding the New Early Years Foundation Stage</li> </ul>	<ul style="list-style-type: none"> <li>• Basic First Aid training</li> <li>• Child Protection</li> </ul>

	<p>Practice Guidance and Statutory Framework and general early years best practice</p> <ul style="list-style-type: none"> <li>• Knowledge of health &amp; safety and Food and Hygiene procedures</li> <li>• An awareness of Children Protection and Confidentiality procedures</li> <li>• An awareness of Equal Opportunities and Anti-discriminatory issues</li> </ul>	<p>Training</p>
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Satisfactory CRB disclosure</li> <li>• Have a suitable mental and physical fitness to care for children</li> </ul>	

**Special Features:**

1. Flexibility in working arrangements to cover all sites used for services delivery.
2. Subject to enhanced disclosure clearance from the Disclosure & Barring Service (DBS)

**Other factors affecting the post of Senior Nursery Nurse**

<b>1.</b>	<b>Hours of Work:</b>	39 hours per week												
<b>2.</b>	<b>Grade:</b>													
<b>3.</b>	<b>Salary:</b>													
<b>4.</b>	<b>Notice Period:</b>	As detailed in the Statement of Particulars												
<b>5.</b>	<b>Holiday Entitlement:</b>	<p>Annual Leave entitlement is based on service and is as for full time employees (39 hours per week), working a five day week and <b>includes the 8 bank holidays at present legislated for each calendar year.</b></p> <p>All staff are required to allocate all bank holidays as part of their annual leave entitlement, but other days may become mandatory for operational reasons.</p> <p>Annual leave entitlement at present is:</p> <table> <tr> <td>On commencement with HL</td> <td>29 days</td> </tr> <tr> <td>After 1 year continuous service with HL</td> <td>30 days</td> </tr> <tr> <td>After 2 years continuous service with HL</td> <td>31 days</td> </tr> <tr> <td>After 3 years continuous service with HL</td> <td>32 days</td> </tr> <tr> <td>After 4 years continuous service with HL</td> <td>33 days</td> </tr> <tr> <td>After 5 years continuous service with HL</td> <td>34 days</td> </tr> </table>	On commencement with HL	29 days	After 1 year continuous service with HL	30 days	After 2 years continuous service with HL	31 days	After 3 years continuous service with HL	32 days	After 4 years continuous service with HL	33 days	After 5 years continuous service with HL	34 days
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After 5 years continuous service with HL	34 days													
<b>6.</b>	<b>Pensions choice:</b>	Options are:												
		<p>(i) Workplace Pensions Reform requires InspireAll to automatically enrol all employees who are aged between 22 and State Pension age, and earning above £10,000 a year into their Qualifying Workplace Pension Scheme. InspireAll's Qualifying Workplace Pension Scheme is a Group Stakeholder Pension Scheme provided by Friends Life. Employees who qualify for automatic enrolment will be joined into the Scheme on completion of one month's service. Other staff may join voluntarily at any time.</p> <p>Employees are required to contribute 5% of their Qualifying Earnings (earnings between £5,772 and £41,865 per annum) and InspireAll will also contribute 3% of Qualifying Earnings on their behalf. Employees can elect to opt out of the Scheme at any time and if they do so within 30 days of joining, any contribution deducted from salary will be refunded.</p> <p>Further information regarding the InspireAll Qualifying Workplace Pension Scheme will be forwarded to you within one month of joining service.</p>												
		(ii) The purchase of a personal pension.												
<b>7.</b>	<b>Location:</b>	Relevant Centre, however the post holder will be expected to work in any facility managed by InspireAll.												
<b>8.</b>	<b>The Rehabilitation of Offenders Act 1974:</b>	This post is exempt from The Rehabilitation of Offenders Act 1974 therefore the post holder will be subject to an enhanced DBS check.												
<b>9.</b>	<b>Other Duties:</b>	The other duties shown are those currently operative, but the post holder may be required to undertake any other associated duties reasonable and compatible with his / her grading, competence and qualification												
<b>10.</b>	<b>Leisure Benefits:</b>	Free use of leisure facilities is available to the post holder, subject to booking conditions. Please contact your Line Manager for details.												