



Grafton Childcare

Flexible Family Based Childcare, Est. 1991.

JOB DESCRIPTION LEVEL 3 NURSERY NURSE - Part-time

Purpose of Post

- We are seeking a bubbly, kind and compassionate, **Minimum** Level 3 qualified Nursery Nurse to join our expanding team to work with mostly our under 3 year olds.
- To be available to work for extra longer hours during staff holidays, training and cover sickness sometimes at short notice, for which a bonus will be paid.
- To contribute to a high quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

Key Areas

- To work with children
- To attend training
- To be part of a team
- To attend associated training
- To refer to the Manager, Mrs Denise Tupman

Responsible to

Senior Nursery Nurses and the Manager, Mrs Denise Tupman

Hours of Work

Post

Mondays, Tuesdays and Wednesdays 8.00 am - 6.00 pm (with a thirty minute lunch break between 11.00 am - 1.00 pm) for a minimum of 28.5 hours per week for 49 weeks a year.

With the flexibility to be available to cover Thursdays and Fridays until 4.30 pm when other members of the team are on Annual Leave or Training Days etc, for which a bonus will be paid.

We would consider a job share for this post.

24 Torquay Road, Newton Abbot, TQ12 1AJ. Tel: 01626 355066,
Email: denise@graftonchildcare.co.uk, Web www.graftonchildcare.co.uk

Applications will not be considered unless applicants have a minimum of a Level 3 full and relevant qualification.

Termly Staff Training Meetings and Tutorials are usually held on Mondays between 5.00-6.30pm. All staff are expected to attend each meeting for which you will be paid.

Pay

£8.29 per hour, for which you **MUST** have a minimum of a level 3 in Childcare with a review in March annually. With an additional monthly bonus scheme available to all staff.

Main Duties and Responsibilities

1. Working at part of the under 3 year olds team as Key Worker to up to four children per day.
2. Look upon the setting as a "whole" where your help can be most utilised, be constantly aware of the needs of the children.
3. Contribute to good standards of hygiene and cleanliness in the setting.
4. Clean the dining-room or conservatory after a cooking or art and craft session, putting away all the craft materials, and monitoring stock levels of art and craft materials and reordering supplies via the Nursery Teacher or Supervisor.
5. Setting up and/or clearing away outside activities including the sandpit, water trough, trikes, bikes and sports equipment.
6. To be flexible within working practices of the setting. Be prepared to help where needed, including to undertake certain domestic jobs within the setting e.g. Clearing away after lunch, cleansing of craft equipment, toys and light domestic duties etc.
7. To attend all staff meetings and contribute relevant ideas.
8. Under supervision to provide all aspects of care for children including washing, changing and feeding, once satisfactory references and an enhanced Disclosure and Barring Service Check (DBS) done.
9. To assist with meeting the personal and emotional needs of individual children assigned to yourself.
10. To assist with providing adult interaction with children in the setting.
11. To be aware of the setting's confidentiality policy and respect the confidentiality of information received.
12. To ensure the setting is a high quality environment which meets the needs of individual children from differing cultures and religious backgrounds, and stages of development.
13. To be aware of the high profile of the setting and to uphold it's standards at all times, both whilst on and off the premises.
14. To be aware of all emergency and fire evacuation procedures.
15. To be aware of sections 7 & 8 of the Health and Safety at Work Act 1974.
16. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Supervisors and or Manager from time to time.
17. To understand that as part of your role you will be required to move around the setting and undertake a variety of tasks.
18. Undertaking in house training to obtain recognised qualifications, including completing assignments on time, and attending all in house training and tutorials as applicable.

Team Work

1. Support all staff and work as part of a good staff team.
2. To attend ALL out of working hours activities, e.g. training, staff meetings, parents/carers evenings,

Christmas party, Staff party, Open Days etc. As directed by the Manager.

Essential

Skills, aptitude, knowledge and experience

- Enthusiasm for working with young children
- An interest in the care, learning and development of young children
- A positive approach to learning and gaining new skills through teamwork and training opportunities.

Personal qualities

- Good organisational and planning skills
- Punctuality, you will be expected to be on the premises 10 minutes before you are contracted to commence work, so that you will be changed and ready to commence promptly.
- Reliability
- Trustworthiness
- Patience
- Able to work in small teams
- Flexibility

Qualifications which are Required

Minimum of a level 3 or in Children's Care, Learning and Development , Children's and Young People's Workforce or an equivalent and a valid Paediatric First Aid certificate.

Applications will not be considered unless applicants have a minimum of a Level 3 relevant qualification.

Qualifications which are Desirable

- A willingness to undertake and have a positive approach to completing training in:-
 1. Health & Safety at work,
 2. Food Hygiene
 3. First Aid at Work
 4. Diploma Level 5 in Children's and Young People's Workforce or an equivalent
 5. Safeguarding Children
 6. Risk Assessments
 7. Other relevant courses as advised by your Manager many of which are taught via e-learning in house.