

**NURSERY NURSE**

**Job Description**

**Job Title:** Nursery Nurse

**Location:** Ladybird Childcare Services, 357 Old Belfast Road, Bangor, BT19 1RB (flagship location but may be based at any other Ladybirds location in the Bangor area).

**Responsible To:** Ladybirds Childcare Manager and Deputy Manager

**Hours:** Part-time vacancies are available 25 hours per week, Flexible

**Contract:** Minimum 12 month contract, with possible extension depending on additional funding

Salary: £10.10 per hour

**Overall Purpose of Post**

The postholder will be an important part of our team who provide high quality childcare to children from birth upwards. They will contribute positively in educating and nurturing each child in their care and offer a variety of experiences in order to discover and develop their own unique talents and abilities, helping each child to reach their full potential through play.

The post, like all other posts in Ladybirds, will lead to children to learn and be stimulated and to gain confidence and become independent. Our aim is to produce happy children who are benefit from early years education. Our staff are well qualified to carry out their roles and are open to continuous learning and development for the benefit of the children in their care and the organisation. Each member of staff is committed to motivating every child through a fantastic educational experience.

All children in our care are given equal opportunities to learn through spontaneous, free flow activities where everyone is included. Observations and records are used to support the children in their individual needs and interests in a caring environment which embraces the principal that every child matters.

**Key Responsibilities:**

**MAIN DUTIES AND RESPONSIBILITIES**

* Check on a sessional basis that the facility is a safe environment before children are admitted;
* Assist with set up and clear up of classroom setting;
* Ensure that a range of activities are carried out with the children appropriate to their ages and abilities;
* Liaise with the Deputy Manager, parents, and colleagues with regard to the wellbeing of children in your care;
* Ensure the setting up and clearing away of the daily activities and the maintenance and cleaning of equipment and room. To deep cleanse the facility at the end of each term;
* Communicate openly and on a timely basis to the Deputy Manager all information to the children’s care and issues relating to the unit e.g. welfare of the child, toys, equipment etc;
* Apply confidentiality and data protection rules in relation to information about the children, their families, and the work of Ladybirds at all times;
* Serve healthy snacks and assist children at meal times as necessary. Clean own area of responsibility;
* Ensure a daily register and other records e.g. accident, incident, baby books are kept up to date;
* Ensure that the welfare of the children is paramount at all times;
* Assist the organisation to meet established targets by complying with performance management objectives;
* Work with social services, other agencies and key stakeholders e.g. Occupational Therapists and funding organisations;
* Attend learning and development activities as agreed in line with personal performance and personal development objectives;
* Help promote the organisation and the childcare services it offers;
* Report to and update parents daily and respond to general questions;
* Prepare for and participate in Ladybird’s events including fun days and trips; and
* Carry out any other duties relevant to the job as instructed by the employer.

**General:**

* Attend and participate in team meetings were appropriate;
* Carry out all responsibilities and activities within an Equal Opportunities framework;
* Adhere to Minimum Standards throughout all duties;
* Comply with all HR and childcare related policies; and
* Adhere to COVID-19 legislation and recommendations to protect children, work colleagues, parents and other stakeholders to minimise the spread of the virus.

**CONFIDENTIALITY**

* Hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfil employment obligations, and shall not be used for any other purpose, or disclosed to any third party.
* Maintain confidentiality of personal, confidential and proprietary information in recognition of the privacy and proprietary rights of others at all times, and in both professional and social situations.
* Comply with GDPR and all privacy laws and regulations, which apply to the collection, use and disclosure of personal information.

The Person Specification is an accurate reflection of the job at the time of advertisement. As with any position, the role may be subject to change to meet the needs of the organization and the needs of the post. All prospective changes will be discussed with the post holder as part of the organizational performance management arrangements. The role has functional flexibility and the post holder will be required to work in other areas of the organization as directed.

The position will give the post holder access to children and/or young people due to the nature of the business. Therefore, you will be subject to disclosure of background checks of any criminal convictions including spent, bind over orders and cautions in accordance with the NI Access NI Vetting and Barring Scheme and our organizational ‘Children and Vulnerable Adults’ Protection Policy and Procedure. An Access NI check will be carried out prior to any confirmation of employment and the applicant must be prepared to meet this cost.

By applying for this position, you are in agreement for the organization to carry out this necessary background check.

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Person Specification

The Person Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all of your experience, whether in paid employment or on a voluntary basis.

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| **Essentia** | **Desirable** |
| * Strong organisational skills including the ability to plan, prioritise, work to deadlines and manage time effectively * Ability to communicate effectively with children, parents, colleagues and all stakeholders | * Current, clean driving licence and access to personal transport |
| * Level 2 Childcare qualification (or equivalent) or working towards the qualification * At least 6 months experience of working within a childcare setting in either a voluntary or paid capacity * Experience of planning and delivering good quality childcare activities * Knowledge and understanding of current childcare legislation | * Ability to demonstrate commitment to a quality child centred environment * Has a good understanding of children’s needs * Certificates in:-   Safeguarding  Paediatric First Aid  Food Safety  Manual Handling  Fire Safety  **If the above certificates have not been achieved there will be a requirement for them to be completed within the employee’s probationary period.** |
| * Ability to establish positive working relationships with children, parents, colleagues and all other contacts * Ability to use initiative in dealing with children, parents, work colleagues and key stakeholders * Flexible and positive attitude * Ability to recognise and respond to individual needs and be aware of who requires the most support * Strong team working skills and an effective team player * Flexible and adaptable to changing workloads * Ability to solve problems to a successful outcome * Attention to detail |  |

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the organisation in line with business needs.

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| ***General*** | ***Additional info*** |
| * Right to work in the UK * Willing to work flexible hours, including occasional evening and weekend work | Ladybird Childcare Services is aware that some persons with disabilities may not be able to hold a driving licence, if this is the case, please demonstrate how you can fulfil the desirable mobility criteria for the post which you are applying should you be shortlisted for the post. |