



ABBOTSFORD PREPARATORY SCHOOL
Striving for Excellence

211 Flixton Road • Urmston • Manchester • M41 5PR

Job Description

The School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

Apprentice Nursery Nurse

Hours:

Monday to Friday, 8 Hours a Day, All Year Round

Contract length:

12 months

Remuneration:

Commensurate with experience

Main Responsibilities:

- To have an understanding of children's development, their needs and the provision of positive play
- To demonstrate a genuine care for children.
- To care for and supervise the group of children assigned to you; ensuring their safety at all times.
- To take an interest in the children and their families, to treat them as individuals and with respect at all times.
- To create an interesting and stimulating environment for the child to develop all their skills.
- To provide at all times a warm and caring environment for babies and to be as consistent as possible regarding that environment.
- To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development.
- To ensure positive management of children's behaviour.
- To carry out housekeeping duties as appropriate.
- To ensure the ethos, implementation and legal requirements of the Early Years Foundation Stage
- To support senior members of staff to ensure put appropriate Child Protection procedures into practice.
- To ensure that all information pertaining to Hopscotch, its operation, children, staff and parents remains confidential.



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Monitoring, Assessment, Recording, Reporting, and Accountability	<ul style="list-style-type: none">• To assist in the keeping of development records and observations, and accident, incident and risk assessment records as appropriate.• Support the class teacher in assessing pupils' work systematically, using results to inform future planning, teaching, and curricular development.• To attend staff meetings and training courses as directed by the Head of Pre-School• To attend regular out of hours training sessions as directed by course tutors in order to complete Level 2 Childcare Qualification.• To ensure an adherence to the health and safety policy relating to the provision of play.• To support all co-ordinators eg, senco and equal opportunities in their duties.• To be flexible and adaptable, to assist in all areas of nursery work and to provide support for• other members of staff.• To be able to think and act quickly in a stressful or emergency situation, and to be aware of the correct procedures.• To cover any other staff responsibilities as appropriate at the request of the Head of Pre-School, particularly taking into account that unforeseen situations can occur when looking after children, and that the child's care and welfare is paramount at all times.
Professional Standards and Development	<ul style="list-style-type: none">• To promote at all times good relations between staff members, parents and children, and at all times promote the good name and ethos of the School.• To be a role model to pupils through personal presentation and professional conduct.• To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.• To cover for absent colleagues as is reasonable, fair and equitable.• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.• To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.



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| | <ul style="list-style-type: none">• To establish effective working relationships with professional colleagues and associate staff.• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.• To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.• To undertake any reasonable task as directed by the Head of Science and Senior Leadership Team.• To be aware of the role of the Governing Body of the School and to support it in performing its duties.• To train in basic first aid.• To be familiar with and implement the relevant requirements of the current SEN Code of Practice.• To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:<ul style="list-style-type: none">○ have SEN;○ are gifted and talented;○ are not yet fluent in English. |
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