ABBOTSFORD PREPARATORY SCHOOL
Striving for Excellence

211 Flixton Road • Urmston • Manchester • M41 5PR

Job Description

Abbotsford Preparatory 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:	Nursery Nurse
Hours of work:	8 hour shifts to be worked between 7.30am – 6pm
Remuneration:	Commensurate with experience
Responsible to:	Headteacher
Main Responsibilities:	• Help to provide safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programmes and arranging equipment. • Liaise closely with other members of staff and parents/carers to ensure individual needs are met. • Encourage parental involvement and support through the development of effective working relationships. • Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the pre-school leader of any concerns over children, equipment etc, remaining mindful of Safeguarding, Confidentiality, and Health & Safety Policies. • Follow all pre-school and whole-school policies, including those regarding safeguarding and confidentiality. • Ensure that the pre-school offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times, in line with the standards of the whole Preparatory School. • Work creatively with children within the set Early Years framework. • Interact with children to provide range of stimulating activities to promote all areas of learning. • Ensure all children have equal access to opportunities to learn and develop. • Work with range of people including school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements when required. • Undertake work that requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.

	• Undertake significant elements of inside and outside work, including outdoor learning. • Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential. • Promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour. • Have a positive approach to continuous professional development. • To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times. • Carry out all duties in accordance with Abbotsford's Health & Safety and Safeguarding Policies. • Assist children with personal care including changing nappies, assisting with the potty training and their welfare. • Be prepared to serve food and drinks for the children and encourage good nutrition and sociable eating. • Work closely with team members and provide a stimulating room with constantly changing displays. • Be able to work and communicate with parents and encourage them in nursery activities.
Monitoring, Assessment, Recording, Reporting, and Accountability	• Direct reporting to the Headteacher and E.Y Senior Management Team. • Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the E.Y Senior Management Team and Safeguarding Team of any concerns over children, equipment etc, remaining mindful of Safeguarding, Confidentiality, and Health & Safety Policies.
Subject Knowledge and Understanding	• Have a good understanding of the E.Y.F.S. and the new framework.
Professional Standards and Development	• To be a role model to pupils through personal presentation and professional conduct. • To arrive 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. • 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 undertake any reasonable task as directed by the Head and Senior Management Team. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To uphold the school's core values.

Person Specification

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

	Essential	**Desirable**	**Method of assessment**
Qualifications:	Training towards or have a Level 3 qualification in childcare GCSEs including English and Maths A*-C.	Proven commitment to continued personal development.	Production of the Applicant's certificates
Experience:		Experience of working within a school setting. Experience of working with children with a variety of personal and educational needs.	Contents of the Application Form Interview Professional references
Skills:	Good organisational skills The ability to use own initiative Excellent verbal and written communication skills. Be able to work with individuals and groups. Competent in the use of Microsoft Office.	Able to undertake administrative tasks relevant to the role. Consider and suggest ways of encouraging learning.	Contents of the Application Form Interview Professional references
Knowledge:	Understanding of the development of children between 0-5 years old. Understanding of how to support children's learning.	Working knowledge of National Curriculum requirements. Knowledge of first aid procedures	Contents of the Application Form Interview Professional references

	Knowledge of Equal Opportunities and Safeguarding policies. Good knowledge of Health & Safety and Safeguarding policies.		
Personal competencies and qualities:	Enthusiastic and hard working. Calm and able to work well under pressure. Ability to use own initiative. Compassionate.		Contents of the Application Form Interview Professional references