



# Gorseinon Development Trust

**Job Description:** Full and Part Time Nursery Nurse

**Hours of Work:** Dependent on contractual hours

**Accountable to:** Nursery Manager / Deputy

**Area of Work:** Canolfan Gorseinon Centre and surrounding area

**Principal Duties:**

1. Provide a high quality, safe, stimulating and caring early years learning environment for children aged between 3 months and 8 years.
2. Promote and maintain high standards of professional good practice in the nursery.

**Key Tasks:**

**Supporting the Nursery Manager/Deputy/Team Leader to achieve and maintain high standards of care for the children in the nursery in accordance with CIW good practice guidelines, and the standards of the Gorseinon Development Trust.**

- Ensure high quality care of the children at all times.
- To maintain a professional approach, ensuring confidentiality and respect in all issues relating to children, parents, and staff.
- To assist in maintaining appropriate security and protection for the children.
- To ensure you are aware of, and comply with, all policies of the nursery.
- To ensure you comply with Health and Safety legislation, and evacuation procedures.
- To assist in maintaining standards of hygiene, tidiness and cleanliness.
- Ensure you are aware of children's daily routines, particularly any changes, and any medical issues.
- Ensuring completion of Daily Record sheets, Medication & Accident forms, plus any request forms.

**Developing the learning environment**

- Plan, organize and implement a program of suitable learning and play activities, including delivering the Foundation Phase requirements for children over the age of 3 years.
- To assist in ensuring all children's developmental observations and focus activities are accurately recorded, as directed by Team Leaders.

**Working together as an effective Team**

- As part of a team you need to be displaying initiative, respect, fairness and consistency at all times.
- To be displaying self motivation and innovation
- To be aware of the need to maintain correct staff ratios at all times.
- Support senior staff in supervising and monitoring all students on placement - explaining daily routines and duties
- To keep abreast of current issues and attend training as necessary.

**Participate in and marketing activities to maximize nursery occupancy**

- Participate in open days and marketing events, including “fun days.”
- Participate in Trust promotional activities.
- Provide advice and support to potential users.
- Contribute to and participate in team meetings/team activities outside of working hours when necessary.

**Promoting and maintaining relationships with parents, guardians and visitors, to the nursery and the wider community.**

- To communicate with parents and visitors in a calm, friendly and efficient manner.
- Provide advice and support to parents and exercise honesty and integrity in dealing with matters of concern.
- Maintain formal and informal links with parents and promote the close involvement of parents/guardians in their child’s development in the Nursery.
- Ensure all visitors comply with statutory requirements.
- Carry out all suitable activities as directed by the Nursery Manager, Deputy, Team Leaders and Board as commensurate with the level of the role.