

# ST PAUL with ST LUKE

## CHURCH OF ENGLAND PRIMARY SCHOOL

Leopold Street, Bow, London E3 4LA

[www.spsl.towerhamlets.sch.uk](http://www.spsl.towerhamlets.sch.uk)

[admin@spsl.towerhamlets.sch.uk](mailto:admin@spsl.towerhamlets.sch.uk)

Headteacher: Nicola Horton

Phone: 020 7987 4624

Fax: 020 7538 8655

Acting Deputy Headteacher: Lauren Sharpe

## **JOB DESCRIPTION**

### **Nursery Nurse**

**Job Grade: Scale 5**

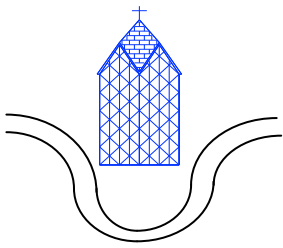
**Location: Reception class**

**Contract type: Temporary one year role subject to probation**

**Reporting to: Headteacher/EYFS Leader/Class Teacher**

#### **MAIN RESPONSIBILITIES AND DUTIES:**

1. To supervise and be fully involved with children during all activities indoors and out.
2. To contribute to the development of all children by working alongside them and enriching their play by providing additional ideas, materials and experiences as appropriate.
3. To contribute to observation, planning and assessment for all children.
4. To be the key worker for a group of designated children and to be responsible for their written records, working with these children and other small groups at certain times of the day.
5. To contribute towards planning suitable developmental activities for children in line with the Early Learning Goals.
6. To work with other team members to create a pleasing and stimulating environment.
7. Setting up displays and activity corners connected with on-going interests or themes.
8. Displaying children's work attractively and with sensitive regard to their differently developing skills and abilities.
9. To support children with toilet training in a positive way to build self-esteem.
10. Foster children's independence, self-reliance and interdependence.
11. Support children with a variety of Special Education Needs within the classroom environment, contributing to MEPs as appropriate.
12. Maintain good order and discipline amongst the pupils, both on the premises and when engaged in school activities elsewhere.



## St Paul with St Luke C of E Primary School

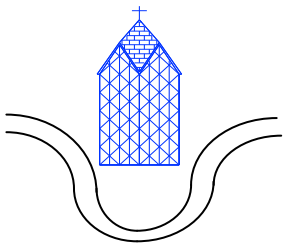
13. Attend and contribute to EYFS staff meetings and those for the whole school when asked.
14. Implement the School's equal opportunities policy fully and to work actively to overcome discrimination and stereotyping. Provide an environment that allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender.
15. Administer first aid and comfort to sick children appropriately.
16. Be aware of child protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated child protection officer.
17. Be aware of Health and Safety issues and the welfare of the children at all times.

### **Flexibility**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specified above. Such duties will fall within the scope of the post.

### **NECESSARY EXPERIENCE:**

- Good standard of general education together with good literacy and numeracy skills.
- Minimum of NVQ Level 3 qualification or equivalent in Early Years and Childcare Development.
- Minimum previous experience – 1 to 2 years.
- Basic ICT skills.
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- The ability to relate well to children and adults.
- The applicant must show passion and enthusiasm for the job and be willing to learn and be a productive member of the team
- This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.



# St Paul with St Luke C of E Primary School

## HEALTH AND SAFETY

We are conscious of our duties to ensure that work is undertaken in a safe and secure environment. This is regularly managed and monitored by representatives of the school and the Governing Body.

## EQUAL OPPORTUNITIES STATEMENT

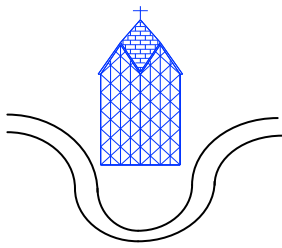
Our diversity is our strength and a workforce that reflects our diverse society commits us to providing services to our many different communities. We will not discriminate on the grounds of race, gender, gender reassignment, marital status, being a lesbian or a gay man, age, religious beliefs, HIV status, or disability (covering sensory and physical disabilities, learning disabilities and mental health status).

Signed: Nursery Nurse:.....

Signed: Headteacher:.....

Review date:.....

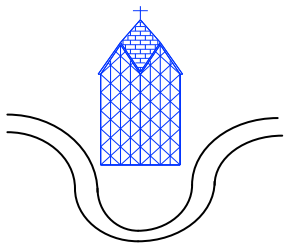




## Person Specification

### Nursery Nurse

Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity</li> <li>• An understanding of the Early Learning Goals</li> <li>• Knowledge of the National Standards for the regulation of Childcare provision</li> <li>• A commitment to the provision of high quality childcare</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>• An understanding of the Foundation Stage curriculum</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences</li> <li>• Understand what is meant by safeguarding and the different way in which children can be harmed and comply with current safeguarding children procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the care, learning and development of young children</li> <li>• Ability to demonstrate persistent focus on pupil's achievement and raising standards</li> <li>• Proven ability to inspire, lead and motivate</li> <li>• A commitment to own continuing professional development</li> <li>• Experience of working in similar, multi-cultural primary schools</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Good organisational, record keeping and planning skills</li> <li>• Punctuality</li> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers.</li> <li>• Patience</li> <li>• Empathy with children, colleagues and parents/carers</li> <li>• Reliability and trustworthiness</li> <li>• A positive approach to inclusive practice, with children and colleagues</li> <li>• Enthusiasm for working with young children</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility – occasionally working hours might be changed, e.g. additional training or staff meetings.</li> </ul>



# St Paul with St Luke C of E Primary School

Essential	Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children &amp; Young People’s Workforce, NVQ Level 3 in Children’s Care, Learning and Development – or be working towards completion</li> <li>• Good standard of general education together with good literacy and numeracy skills.</li> <li>• Minimum previous experience – 1 to 2 years.</li> <li>• Basic ICT skills.</li> <li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> <li>• A positive approach to gaining further qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of Safeguarding Awareness course (Group 2)</li> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate</li> <li>• Completion of other relevant courses</li> </ul>
<p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Hold a strong belief that children are at the heart of all you do and are committed to equality of opportunity, inclusion and excellence for all</li> <li>• Commitment to the entitlement of every child to excel as a learner and reach their potential as a well-rounded individual</li> <li>• Establish strong rapport with children, parents, staff and the wider community based on mutual trust and understanding</li> <li>• Actively promote the welfare of children to achieve the best possible outcomes for every child</li> </ul>	

*This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.*