



Bumpkins – Nursery Nurse - Job Description

Role Purpose

To successfully fulfil this role 90% of your time will involve being interactive with the children providing high quality childcare in a happy, safe and stimulating environment. Provide learning opportunities which will be planned to meet individual children's needs and promote the EYFS. 10% will be ensuring and maintaining a clean and healthy environment.

"Attitudes are contagious, please ensure yours is always worth catching"

Main Duties

1. To act as a role model and display a positive and professional image at all times to staff members, the children, their families, visitors and external agencies.
2. To understand the boundaries of confidentiality, to follow all policies and procedures and practice professionally within them at all times.
3. To have a recognised qualification and to implement the knowledge of the EYFS and child development.
4. To consistently demonstrate the ability to work on their own initiative and to be a role model, implementing the Bumpkins standards on appropriate behaviour.
5. Monitors progress as a keyworker and provide stimulating environments for children to flourish.
6. Report to room leader if you are concerned in respect of any child's welfare.
7. To adhere to the Bumpkins dress code.

Person Specification

1. Previous experience working in childcare settings.
2. Willingness to learn and follow instructions and advice.
3. Commitment to making a positive difference in the lives of young children and their families
4. A friendly, flexible nature.
5. Practice equal opportunities, (to treat everyone the same).

Planning and organisation

1. Contribute to the plan for each week and plan next steps to suit individual children's needs for your own key children, offering help and advice within the team.
2. Keep up to date learning journeys for each child using daily observations.
3. Ensure the room is laid out with a variety of toys and activities that look inviting to children and encourage them to engage. **Repeat** this throughout the day.
4. Contribute to the evaluation of how the room as a whole is operating and help action plan for areas that need improving.

Team work

1. Contribute to planning and carrying out activities in the room.
2. Work alongside the room leader following the guidelines for the EYFS.



3. Contribute to regular team meetings to discuss children's progress and resolve any issues that may occur in the room.
4. To do whatever it takes to support all key children to enjoy a positive experience at Bumpkins, including during transition times.

Oral Communication

1. To communicate appropriately with parents telling them factual information about their child's day.
2. Regularly liaise with parents sharing information about child's Learning Journey and the next steps in which they are working towards.
3. Share information with colleagues and the management team that you have received regarding children in your care.
4. Use consistent, positive and appropriate language towards children, staff and parents.

Written Communication

1. To record daily observations about a child's progress which provide the basis of planning and learning journeys using the tracking system.
2. Write daily diaries on children within the nursery tailored to the individual.
3. Ensure accident, incident and medication forms and reports, are correctly completed and signed by the parents.

Knowledge and experience

1. Keep up to date with Nursery policies and procedures.
2. Engage in regular training and staff meetings to extend knowledge and understanding in childcare and education.
3. To attend events as listed on the Bumpkins social calendar.
4. Gain from other staff member's knowledge and experience.

Health and Safety

1. To be aware of emergency and evacuation procedure and fire alarm boxes, fuse boxes etc.
2. To comply with all health and safety procedures at Bumpkins Ltd
3. To report any health and safety issues to your room leader.
4. To ensure your knowledge is kept up to date regarding procedures.
5. Be constantly alert to practical hazards e.g. how toys are stored.
6. To follow cleaning routines to ensure cleanliness and tidiness of the room and environment is maintained to the Bumpkins standards to ensure a safe environment where there is no cross infection.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role and changing requirements within the nursery to ensure that the Bumpkins standards are maintained at all times.

Full name.....

Signature..... Date.....