



Stebon Primary School

Stebon Street, Poplar, London, E14 7AD



Nursery Nurse/Early Years Educator Job Description

Post title: Nursery Nurse/Early Years Educator

Responsible to: EYFS Leader

Salary: Scale 5, Point 12 – 14

Qualifications:

Minimum NNEB, NVQ Level 3 or an equivalent qualification in early years education or child care or a degree in a relevant subject

GCSE Maths and English at Grade C or above

Hours: 35 hours a week

Hours to be worked over 195 days

1. Main Purpose of the Job

- 1.1 To work as part of a team of early years educators delivering the highest quality of care and education to children aged between two and seven years
- 1.2 Take the lead on developing an exciting new provision for two year olds
- 1.3 To ensure that safeguarding and child protection procedures are followed at all times
- 1.4 To contribute to the provision and maintenance of a healthy, stimulating, safe, enabling and aesthetically pleasing learning environment
- 1.5 To develop and maintain professional links with parents and to act as a Key Person as outlined in the EYFS
- 1.6 To work collaboratively with colleagues contributing to the smooth running of the nursery team
- 1.7 To liaise with other professionals (e.g. educational psychologists/speech and language therapists as required)
- 1.8 To contribute and plan for the preparation, delivery and evaluation of learning experiences that will enhance children's physical, intellectual, emotional, social and moral development



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2. Main Duties and Responsibilities

- 2.1 Maintain a comfortable, safe and stimulating environment which supports and reflects diversity amongst the children and ensures that all children have equal access to learning & development opportunities
- 2.2 Support the transition of new children into school and have key person responsibility for a group of children and parents/carers
- 2.3 Foster children's independence and self-reliance
- 2.4 Support children with additional educational needs contributing to reviews and case conferences as required and working in co-operation with other agencies as appropriate
- 2.5 Maintain effective, professional relationships with colleagues
- 2.6 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of
 - Child protection
 - Health, safety and security
 - Confidentiality
 - Data protection
- 2.7 Provide a model of best practice in early years education for parents, and visiting professionals from within and beyond the local authority
- 2.8 To follow the School's Code of Conduct at all times
- 2.9 Implement the school's equal opportunities policy fully and work actively to overcome discrimination and stereotyping, Promote the inclusion and acceptance of all children and provide an environment that allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender
- 2.10 Contribute to the review of school policies and ensure their implementation



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- 2.11 Contribute to discussions on making decisions and recommendations about practice, routines and organisation or space, to maximise the learning opportunities of all children.
- 2.12 Be responsible for working with groups of children including children with additional needs on planned learning experiences (e.g. literacy, creative work, group time, maths, science, IT)
- 2.13 Be responsible for the administration associated with record keeping and planning and reporting
- 2.14 Attend to the personal needs of children and implement related personal programmes. Including social, health, physical, hygiene, first-aid and welfare matters, and provide appropriate personal care for sick and injured children in accordance with school's policies and procedures
- 2.15 Take responsibility for promoting and safeguarding the welfare of children
- 2.16 To carry out basic medical procedures, for which training would be provided
- 2.17 Prepare, maintain and use equipment and resources, including information and communication technology (ICT) as directed by the teacher/senior staff, for use in relevant learning activities and assist in the development of children's competence and independence in their use
- 2.18 Support the teacher/senior staff in managing children's behaviour, reporting conflict and incidents in accordance with school's policies and procedures.
- 2.19 Assist in the supervision of children during snack times and accompany staff and small groups of children on outings and offsite school activities as required
- 2.20 Maintain effective, positive and professional relations with parents/carers and other users of the school/setting. Meeting with them as appropriate to share information
- 2.21 Contribute to formal parents' meetings including the preparation of reports



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2.22 Contribute to staff meetings.

3. Flexibility

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

Performance management

To actively participate in the school's performance management scheme, as specified in school policy, meeting regularly with the line manager, in accordance with the scheme, ensuring that performance standards /targets are set and met within the agreed time scale.

We shall ensure fairness and equal opportunities throughout our workforce and in service delivery. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age. 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. A DBS disclosure is required for this post