



# GRACE DIEU

## NURSERY

### Nursery Nurse Job Description

#### About the School & Nursery:

Grace Dieu Manor School has a long and successful history of educating boys and girls. Established by the Rosminian Fathers in 1933, the School is situated in 120 acres of stunningly beautiful grounds on the edge of Charnwood Forest in North West Leicestershire. Steeped in history, Grace Dieu Manor School is a vibrant, Catholic, co-educational day school for boys and girls, aged 3 – 11, Grace Dieu Nursery is for boys and girls aged 12 wks – 3yrs.

Applicants are urged to gain a sense of the ethos and atmosphere of the Nursery and School by viewing the website <http://www.gracedieu.com/vacancies/>

The renowned educational enterprise at Grace Dieu Manor School ensures that the care and development of its pupils is priority. Grace Dieu delivers a broad and challenging education via a committed and skilled teaching staff. The stimulating and happy environment ensures that children grow in confidence and reach their academic potential.

Grace Dieu Nursery is a brand new setting which opened its doors in September 2016. It is set within the extensive School grounds with its own beautiful outdoor space.

#### Pastoral:

*'There is a very happy, friendly, family feel throughout the school. Every individual is well-respected and treated with great courtesy and care.'* (ISI Inspection Report, November 2013)

#### Moral:

*'Pupils have a fully developed sense of right and wrong which is developed from the earliest age in the Early Years Foundation Stage.'* (ISI Inspection Report, November 2013)

#### Social:

*'the emphasis that the school places on developing pupils' confidence and self-esteem has led to pupils of all abilities achieving well in a range of sports and aesthetic activities such as art, music and drama.'* (ISI Inspection Report, November 2013)

## **The Role**

This is a fantastic opportunity for an excellent practitioner who wants to become part of a new venture and team.

The role will include the following responsibilities:

- To support the Catholic ethos of the School
- To work under the guidance and instruction of the Nursery Manager
- To work as part of a Team, contributing ideas and sharing information
- To take part in the monitoring, assessing and recording of children's progress through Learning Journeys and Progress Summaries
- To promote the Nursery's Equal Opportunity Policy and multicultural ethos
- To promote good personal and social skills through encouraging sharing and fair play, table manners and self-respect for others
- To participate and risk assess any Nursery outings
- To assist in creating opportunities to stimulate children in all areas of the Early Years Outcomes.
- To set up activities for free play and child initiated learning, assisting children's learning and responding to individual needs
- We offer flexible hours between 7.30am until 6.00pm as agreed with the Nursery Manager

## Person Specification

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 0-3 in a voluntary or paid capacity</li> <li>• An understanding of the Early Years Outcomes</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> </ul>	<ul style="list-style-type: none"> <li>• Interest in the care, learning and development of young children</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Good organisational, record keeping and planning skills</li> <li>• Punctuality</li> <li>• Excellent communication skills, with children, colleagues, advisors and parents/ guardians/carers.</li> <li>• Patience</li> <li>• Empathy with children, colleagues and parents/guardians/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>• Able to work in small teams</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Completion of a recognised Level 2/3 Childcare qualification, e.g. Level 2/3 Certificate for the Children &amp; Young People’s Workforce, NVQ Level 2/3 in Children’s Care, Learning and Development – or be working towards completion</li> <li>• A positive approach to gaining further qualifications</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of Safeguarding Awareness course</li> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate (Paediatric)</li> <li>• Completion of other relevant courses</li> </ul>

## **Child Protection:**

All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the Nursery's Child Protection Policy.

The School and Nursery are committed to safeguarding and promoting the welfare of all children. All appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check (including a check against the Independent Safeguarding Authority's Prohibition List, and a Self-Declaration Disclosure) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School & Nursery, medical fitness, qualifications check where relevant for the post, the right to work in the UK and an identity check, including overseas checks where necessary.

**Candidates must provide original documents to confirm their identity at interview and bring proof of qualifications where relevant for the post.**

## **Recruitment Process**

Candidates are required to submit a completed Grace Dieu Manor School Application Form with a supporting letter, including details of two referees, one of which should be a current or most recent employer (where applicable). References may be taken up before interview.

**Completed Application Forms and covering letter should be sent to:  
The Headmistress's Secretary, Grace Dieu Manor School,  
Thringstone, Leicestershire, LE67 5UG  
(Tel: 01530 222276)**