



# GRACE DIEU

## MANOR SCHOOL & 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 [www.gracedieu.com](http://www.gracedieu.com)

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, which opened its doors in September 2016, 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)

**Job Title:** Nursery Nurse

**Responsible to:** Room Lead and Nursery Manager

**Responsible for:** Meeting the dictates of the EYFS whilst providing a safe and caring environment where children make good progress as a result of good practise.

**Location:** Grace Dieu Nursery

- To have a firm understanding of child development and children's expected norms. Ensuring any gaps in development are recognised and support mechanisms put in place to ensure all children meet their full potential.
- To keep the children at the centre of all practise whilst they are in our care notwithstanding the wants of the practitioner and in some cases the wants of the parent.
- Work with line managers to ensure that the Nursery consistently meets the requirements set out in the Early Years Foundation Stage to a minimum "good" standard.
- To uphold and ensure a high standard of care throughout the Nursery at all times.
- To implement and maintain the Company's Equality policy ensuring all children, parents and the staff team are valued and practice is positive and non-discriminatory.
- Have a sound knowledge and understanding of Safeguarding with particular regard for child protection including our Whistleblowing policy and a clear understanding of Grace Dieu's safeguarding procedures.
- Notify the Manager of any complaints received or any situations that may be detrimental to the Company, if applicable agree actions to resolve issues and implement accordingly.
- To take responsibility for the room in the absence of the Room Lead.
- To communicate effectively with all members of staff and be professional at all times ensuring respect and integrity is upheld at all times.
- Confidentiality should be maintained at all times.
- Carry out duties as expected in terms of the key person role, this is inclusive of, but not limited to, the completion of learning journeys, attendance at parents' evenings, report writing etc.
- To inform the DSL if you have any concerns about individual staff practice as per our Safeguarding policy.
- To contribute and participate in the development of new ideas.
- To keep up to date on all current childcare issues.
- To ask for advice and support where needed.
- To maintain confidentiality at all times.
- Take responsibility for the safety and wellbeing of the children, ensuring that their needs are met.
- To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the nursery, inclusive of nappy changing and toilet training.
- To report to the Manager any concerns around health and safety ensuring we are fully compliant at all times.
- To be aware of GDPR and its implications, giving consideration for Grace Dieu's procedures around GDPR.

- To observe children through play to identify their individual needs and to provide provocations that enhance their learning.
- To carry out observations and evaluations of children's activities.
- Working with the Manager to ensure that staff deliver high quality customer service at all times.
- Have regard for the parents/prospective parents' needs and information is communicated clearly and positively.
- Be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times.
- Be a good role model to all staff, children and parents.
- Identify own training and learning needs and follow Company procedures to ensure courses are booked.
- Feedback learning gained through training to share knowledge and improve practice.
- To ensure that areas for development on Individual Development Plans are worked towards at all times.
- To ensure that trainee staff have experience in different age groups and appropriate learning objectives are assessed and evaluated accordingly.
- Ensure all staff are aware of how to access training.
- Monitor and evaluate effectiveness of training through staff member's evaluation after training, following agreed actions to improve practice.
- To organise and implement on the job training within the Nursery.
- To ensure equipment is age and stage appropriate at all times and that regular checks are completed to ensure this is maintained and risk assessments are in place to lower risk where necessary.
- To ensure that toys and equipment are regularly cleaned.
- Our vision at Grace Dieu is based on the traditions of the Catholic Church, therefore employees are expected to respect and support our values and ethos.

### **Conditions of Employment**

This Job Description is not intended to be exhaustive of all the activities the jobholder would be expected to undertake. The postholder is required to comply with all of the Nursery's policies and procedures and to meet their responsibilities under the Health & Safety at Work Act as well as the EYFS.