

JOB DESCRIPTION

Job Title: Nursery Nurse		Ref No:	JE Ref: BM07
Department: Education, Skills and Community Wellbeing	Band: 7	Location: Dumfries and Galloway	
Responsible To:	Headteacher		
Responsible For:	N/A		
Job Purpose:	To work as an effective member of an early years team delivering a flexible, high quality, education and care centred service that meets the needs of young children and their carers, according to the performance indicators in the Child at the Centre and the National Care Standards.		
Main Responsibilities:	• To provide appropriate planned activities for young children and support their development/learning based on Curriculum for Excellence and local guidelines. • To work directly with young children in a safe, secure and stimulating environment. • To adhere to the Scottish Social Services Council code of practice for carers at all times. • To observe, record and report (verbally and/or in writing) on individual children's progress under the guidance of and in collaboration with the Nursery Teacher/Pre-school Centre Officer in line with the Council's policies and procedures.		
Job Activities:	1. Implement the curricular programme by delivering activities for young children, in line with national and local standards. 2. Contribute to the planning of a curricular programme which meets the needs of the individual child, in line with National and Local standards. 3. Contribute to ensuring the delivery of an effective early years service in line with the pre-determined policy and procedures. 4. To keep up to date with early years initiatives and developments and to participate in continuing professional development in line with the Council's policies and procedures. 5. To liaise with parents, members of multi-disciplinary teams, other establishments and agencies at an appropriate level, reflecting the collated information of the pre-school centre. 6. Preparation and maintenance of materials, resources and equipment within the nursery on a day-to-day basis. 7. Physical/cleaning tasks approximating to the home care of nursery children e.g. intimate care. 8. To prepare progress reports on individual children.		

Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.
Prepared by:	Sandra Fisher Date:27 June 2012

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