

Newcastle City Council

Job Description

POST TITLE	Nursery Nurse	CC649
EVALUATION	441 Points	Grade: N5
RESPONSIBLE TO	Manager – Community Nurseries/Deputy Manager	
RESPONSIBLE FOR	N/A	
JOB PURPOSE	To facilitate the childcare and development of children within community nurseries within the context of the child's needs, their family and community.	

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Work to support the development plans for individual children which promotes the Every Child Matters outcomes.
2. Assist the Nursery Officers to provide care and education through the provision of stimulating, enjoyable and constructive activities appropriate to the child's age and abilities to ensure physical, social, emotional and intellectual development, and in line with the Early Years Foundation Stage.
3. Assist the Nursery Officer to provide for the needs of individual children.
4. Make observations of children's individual progress and record as requested in each child's development file.
5. Discuss with key worker for child matters of importance or concern in relation to individual children.
6. Maintain good standards of supervision and order including the following of daily routines, ensuring as far as is reasonably possible, the general safety and welfare of children and families.
7. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
8. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures