



HALLFIELD SCHOOL

JOB DESCRIPTION

JOB TITLE:	Nursery Nurse (Hallfield First)
SALARY/ GRADE:	Nursery Nurse Pay Scale (£26,509 - £29,263). Dependent on experience and qualifications. Pro rated for part-time
ACCOUNTABLE TO:	Head Master and Deputy Head: Head of Pre-Prep
REPORTING TO:	Deputy Head of Pre-Prep (plus Deputy Nursery Manager & Room Leader)

Ethos

The ethos of the school is a shared responsibility to which all staff are expected to make a significant contribution. The expectation is that as a Nursery Nurse you will fully support the operation of the Hallfield First setting in a cheerful, enthusiastic and positive manner.

Job Purpose

To provide high quality provision for all children, remaining professional at all times; setting high standards of punctuality, dress, organisation, firmness and fairness.

Statement of Responsibilities

- To have due regard for the education of all pupils in Hallfield First in accordance with the school's aims and objectives as laid down by the:
 - a) School's policies and handbook
 - b) Staff prospectus and website
 - c) School's curriculum and policy documents
- To share in the corporate responsibility for the welfare and positive behaviour of all the pupils attending Hallfield School with due regard for the requirements laid down in the:
 - a) Discipline policy

- b) Safeguarding & Child Protection policy
- c) Pastoral documents
- d) Health and Safety policies

General Responsibilities

- To be supportive of the school's ethos; its foundation is based on Christian principles but there must be tolerance and understanding between people of different faiths, cultures and backgrounds.
- To promote the agreed vision and aims of the school.
- To support the development and effectiveness of teamwork within the school environment through developing and maintaining positive working relationships with other professionals.
- To apply the school's policies consistently.
- To contribute to creating displays as directed.
- To attend staff meetings when required.
- To attend parent's evenings when required
- To support the wider life of the school attending open days and other school events.
- To communicate regularly and professionally with parents/carers about the development needs of their children.

Responsibilities Specific to the Role of Nursery Nurse

- To support the Room Leader in ensuring that observational records of the children in your group are kept in accordance with agreed policy, used to inform their next steps for learning and are reflected in the Room Leader recorded planning for your group.
- To support the establishment of secure attachment for your key children.
- To be responsible for the care routines of the children in your group as directed by the Room Leader.
- To actively support a two-way flow of information between the setting and the parents and other carers of the children in your group and the wider setting.
- To work in collaboration with other professionals who might be supporting children in your group.
- To support the smooth transitions between settings of the children in your group.
- To attend staff meetings and parent evenings as required.
- To undertake supervision duties in the setting in accordance with agreed rotas.
- To assist as directed in the preparation and maintenance of resources and equipment in the indoor and outdoor Hallfield First environment.

Other Professional Requirements

- To attend and participate in staff INSET days as directed.
- To participate in the school professional development and supervision programmes and develop professional and personal skills to achieve agreed targets.
- Participate as required in meetings with colleagues and parents, including staff meetings and parents' evening.
- To provide cover for absent staff for short periods when directed.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the school at all times.
- To maintain confidentiality at all times and observe the Data Protection guidelines.

General Responsibilities

- Support the School's ethos. Its foundation is based on Christian principles, and there must be tolerance and understanding between people of different faiths, cultures and backgrounds.
- Promote the agreed vision and aims of the School.
- Support the wider life of the School by attending open days and other School events.
- Undertake any other duties that may reasonably be requested by the Head Master.
- Adhere to the School's policies and Staff Handbook, in particular (but not limited to) those covering safeguarding, health and safety, the staff code of conduct, equality, diversity and inclusion, data protection and first aid, as set out below.

Policies & Compliance

- **Safeguarding and child protection:** The post holder is responsible for safeguarding and promoting the welfare of children, must read and follow Keeping Children Safe in Education (Part 1) and the School's Safeguarding & Child Protection Policy, and must report any concern to the Designated Safeguarding Lead without delay.
- **Safe working practice:** Each employee must carry out their duties in line with the School's ethos and culture of safe working practice for adults working with children, be sensitive to the needs of all pupils, including those who are disadvantaged, and act as an exemplar. Where appropriate, post holders must identify and monitor training for themselves and for any colleagues they are responsible for.
- **Data protection:** The post holder must comply with UK GDPR and the Data Protection Act 2018, and with the School's data protection policies and procedures. Particular attention is drawn to the need for confidentiality in handling personal data and the consequences of unauthorised disclosure.
- **Equality, diversity and inclusion:** The post holder must comply with, and maintain awareness of, the School's policies on equality, diversity and inclusion.
- **Health and safety:** The post holder must at all times carry out their responsibilities with due regard to the School's policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility:** All staff are expected to accept reasonable flexibility in working arrangements and in the allocation of duties to reflect the changing needs of the School and of regulation. Any significant change will be discussed with the post holder beforehand and will take account of salary and status.

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- This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Signed: _____ *Head Master*

Date: _____

Signed: _____ *Post holder*

Date: _____
