**JOB DESCRIPTION**

**QUALIFIED DAY NURSERY STAFF - FULLTIME/PART TIME**

**ORGANISATIONAL STRUCTURE:**

The Nursery Staff member will be accountable to the Owner, Managers and Deputy Managers of the day nursery.

**MAIN PURPOSE OF JOB:**

To assist the above persons thus ensuring the smooth running of each branch.

The overall policies of the Day Care are laid down by the Management Team in the Policy Handbook. It is the responsibility of the postholder to make him/herself aware of these. There will be opportunities to review policies annually.

* The postholder should support the above staff in providing a stimulating and varied programme of play, in order to enhance each child’s abilities; and in a way which ensures the safety and well being of the children at all times.
* The postholder should be able to integrate with all other staff, to ensure a team working environment.
* The postholder should have a detailed and up-to-date knowledge of child development, and be able to demonstrate an ability to relate this to his/her practice.
* The postholder is responsible for safeguarding and promoting the well-being of all children within the Nursery

*The postholder, under the direction of the Management Team, will be responsible for:*

1. ensuring that they are familiar with the Minimum Standards and Guidance.
2. ensuring that all the areas where the children are present, are prepared on a daily basis;
3. ensuring that all children and parents are warmly greeted and keep parents informed of their child’s overall development;
4. ensuring that all equipment, and play materials, are stored in a logical manner, and in a way which promotes the child’s independence when choosing play materials;
5. ensuring the safety of the children at all times. The postholder should have the necessary knowledge to be able to detect hazards in the environment and be able to take appropriate action;
6. assisting children at mealtimes, offering help where needed and ensure that these are sociable, enjoyable occasions for everyone;
7. ensuring that hygiene standards are maintained at all times when staff are attending to children’s personal hygiene. These routines should be carried out in a way which demonstrates a respect for the individual child, and which promotes the child’s responsibility for these routines in a way which is consistent with the child’s stage of development;
8. taking an active part in planning and providing a caring and stimulating environment, which meets the individual needs of all the children, in conjunction with supervisory staff;
9. make warm meaningful interactions with the children and be aware of language and body language when interacting with children.
10. helping plan, prepare and take part in, all special events, outings and visits;
11. listening to, encourage, enable and stimulate all children in all ways as part of a team approach;
12. advising the supervisory staff of any matter requiring attention such as, concerns about a child, or equipment needing repaired/replaced;
13. adhering to the dress code of the nursery;
14. keeping strictly confidential any personal information regarding children, their families or other staff which is learnt as part of the job. Such information should only be passed on in the interests of the child. The postholder shall, in each instance refer to the policy of the day care unit to ascertain her/his responsibilities in this situation;
15. keeping daily records of children specific to your work area;
16. carrying out any other duties relevant to post;
17. carrying out reasonable instructions which are given to you by the Owner/Officer in Charge/Supervisory Staff;
18. being ready to commence working at the time stated. The Day Nursery Staff must be prepared to stay at the end of a shift until replacement staff arrive or numbers drop to allow ratios to be maintained.
19. attend essential appropriate in-service training