

TRAINING PROFILE

Work Placement as:	NURSERY NURSE
Placement Location	Amazing Grace Early Years Childcare Living Hope Church Saxton Lane Leeds LS9 8HE
Responsible to	Nursery Manager
Duration of Placement	Up to 12 months
Training Allowance	£110 per week, exempt from tax and NI contributions

ABOUT THE PLACEMENT:

Amazing Grace Early Years Childcare provides quality care, giving every child the best possible start in life. Our highly regarded service provides activities and programmes which promotes children's health, emotional and educational development as a support to their families.

PURPOSE OF THE WORK PLACEMENT:

To be responsible for the co-ordination and delivery of activities and learning opportunities to an allocated age group within the framework provided by the Early Years Foundation Stage (EYFS).

To assist the Deputy and Nursery Manager.

To undertake 'key person' responsibilities as defined within the Early Years Foundation Stage (EYFS).

DUTIES & RESPONSIBILITIES:

1. Be responsible for ensuring that children are cared for in a happy, safe and stimulating environment at all times.
2. Planning and preparation of learning opportunities and activities in accordance with the themes and principles of the Early Years Foundation Stage (EYFS).
3. Be responsible for ensuring that the Nursery and its equipment are prepared, cleaned and maintained in accordance with Ofsted statutory guidance.
4. Be responsible for the operation of the nursery medication policy and monitoring the administering of medicines as required.
5. Assisting the Nursery Manager to ensure effective deployment of staff.
6. Day to day supervision of staff, assisting with induction of new staff, undertaking regular assessments and identifying training needs.
7. Assisting the Nursery Manager with the organisation of team meetings and staff development opportunities.
8. Assisting the Nursery Manager with the organisation of activities including parents' evenings, outings and recruitment campaigns.
9. Assisting the Nursery Manager with administrative tasks as required, for example record keeping, children's assessments, individual learning plans, general correspondence and enrolment procedures.
10. Contributing towards the preparation of the Nursery's strategic and operation planning process.

11. Supervising and caring for children having regard for their physical, social, emotional and intellectual development needs, within an equal opportunities framework.
12. Preparation and minor maintenance of nursery equipment.
13. Supervising meals, snack times and preparation of meals and snacks, as required.
14. Laundry and other light cleaning duties as required.
15. Liaising with parents and negotiating work targets and meeting individual needs.
16. Participating in parents' evenings, publicity events, centre open days/evenings and children's outings.
17. Providing an equal opportunities environment for the children, challenging situations where discrimination is displayed.
18. Keeping development records and observations up to date as part of the 'key person' responsibilities and helping to ensure effective communication within the Nursery.
19. Undertaking regular risk assessments, recording any accidents and incidents; monitoring outcomes and progress.
20. Practice positive management of children's behaviour and being a good role model.
21. Being a team player and participating in nursery activities as appropriate.
22. Other duties as directed by the Nursery Manager.

PERSONAL DEVELOPMENT TRAINING:

PATH will provide support in **Job Search and Employability skills**.

PERSON SPECIFICATION

What do I need to write on the application form?

CORE SKILLS	Essential	Desirable	M o A
1. NVQ Level 3 Childcare qualification or equivalent	✓		A&C
2. Excellent verbal and communication skills with all ages	✓		A&I
3. Ability to write reports and keep clear and accurate records	✓		A&I
4. Administrative and basic IT skills	✓		A&I
5. Requirement to work with after school club on an occasional basis Ability to work on a flexible basis between 7.30am and 6.00pm (Monday –Friday)	✓		A&I
6. Paediatric First Aid		✓	A&C
7. Food Hygiene Certificate		✓	A&C
8. Introduction to safeguarding children training/certificates		✓	A&C
TRANSFERABLE SKILLS	Essential	Desirable	M o A
1. Good team playing skills	✓		A&I
2. Organised and able to prioritise workload	✓		A&I
3. Able to work on own initiative	✓		A&I
4. Ability to deputise and manage in an emergency situation.		✓	A&I

KNOWLEDGE & EXPERIENCES	Essential	Desirable	M o A
1. Sound working knowledge of Early Years	✓		A&I
2. Knowledge of the Foundation Stage and current Ofsted statutory guidance	✓		A&I
3. Knowledge and proven practical experience of implementing good quality learning opportunities to the under-fives	✓		A&I
4. Ability to co-ordinate in a specific specialist area e.g. SENCO		✓	A&I
ATTITUDE	Essential	Desirable	M o A
1. Friendly, honest and reliable	✓		A&I
2. Calm, caring and organised	✓		A&I
3. Organised and effective team player	✓		A&I
4. Able to work on own initiative	✓		A&I
5. Empathy and understanding of under-5's	✓		A&I

METHOD OF ASSESSMENT (M o A)

A: Application Form

I: Interview

C: Certificate

T: test

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS , the employee will work with *			
General Public	✓	Housing Tenants	
			Other Agencies
	✓		✓
Children	✓	People with learning difficulties	✓
			Working with Clients
			✓
B. PHYSICAL CONDITIONS:			
1. Work is conducted in the main *			
Indoors	✓	Outdoors	✓
			Sitting
	✓		✓
Standing	✓	Walking	✓
			Office Accommodation
			✓
2. The training will involve *			
Lone Working		Working out on the Estate	
			Working underground
Climbing		Working on the Counter	
			Working in Void Properties
Bending	✓	Manual Handling tasks	✓
			Working in confined spaces
Stretching	✓	Working at Heights	
			Contact with discarded needles
Driving		Potentially working in a smoking environment	
Cash Handling		Use of Display Screen Equipment	✓
C. CONTROLS TO MINIMISE HAZARDS			
The following specialist equipment will be provided for the job.			
Personal Protective Equipment *	N/A		
Protective Clothing *	N/A		
Type of Vehicle (other than car) *	N/A		
Other equipment used	N/A		
To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.			
We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, fellow employees and others.			

* Tick where appropriate to indicate what aspects the job will involve.