



## **JOB SPECIFICATION**

### **Senior Nursery Nurse**

#### **Job Overview**

The role of a senior nursery nurse is to work alongside the management team to provide a high level of professional leadership and management to all playroom based staff and to ensure that all children receive the highest possible standards of care and education.

#### **Aims**

- Comply with all regulatory requirements
- Provide high standards of care and education
- Support playroom staff in their roles
- Acquire and maintain positive working partnerships with staff, parents and carers

#### **Key Responsibilities**

- Adhere to all company policies and procedures
- Ensure that all company policies and procedures are adhered to by all staff
- Promote a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage
- Ensure appropriate planning and assessment is in place and is accurately maintained by the appropriate staff
- Support the development of good practice in relation to special educational needs and inclusion
- Provide leadership and support to all playroom based staff to enable them to establish and maintain professional positive working relationships with both colleagues, parents and carers
- Deploy staff effectively to ensure the required standards are maintained
- Ensure the effective implementation of the company's keyperson system and allocate key children appropriately
- Ensure that all children are kept safe and that staff are confident to follow safeguarding procedures
- Implement and support others in delivering the EYFS in line with current practice and guidelines
- Develop and maintain professional working relationships with relevant outside agencies
- Proactively promote the nursery to current and potential parents/customers including in the wider community
- Adhere to all health and safety policies and procedures and undertake a shared responsibility for cleanliness and health and safety throughout the nursery
- Support, supervise and mentor playroom based staff and students
- In conjunction with the management team identify, address and support in individual training needs and self-development such as supervisions and appraisals
- Undertake any other duties as reasonably requested by line manager
- Assume additional management responsibilities as and when required



**The duties and responsibilities included in this job specification are not exhaustive or restrictive and can be reviewed at any time in the future, changes and other duties deemed relevant to this post may be added.**