



MOOR PARK

## **JOB DESCRIPTION**

### **Nursery Nurse NVQ Level 2 or 3 or equivalent**

#### **Safeguarding**

Moor Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and other appropriate checks. Moor Park School is an equal opportunities employer.

#### **Background**

Moor Park is an IAPS, co-educational, boarding and day school of Catholic foundation accepting pupils from 3 months to 13 years of age. Children from 3 months to rising three are catered for in our Tick Tock nursery/child care setting which runs for 50 weeks in the year. Thereafter, children enter Pre-prep until the end of Year 2. The Prep School completes a Moor Park education before the children leave to the full range of senior schools both locally and nationally. Being a boarding school for the 8- to 13-year-olds, the school operates on a 24/7 basis during term-time.

The school is built around a magnificent 18th century country mansion in approximately 85 acres of stunning grounds which include playing fields, woodland and a lake. It is situated just outside the market town of Ludlow in the beautiful Shropshire countryside.

Moor Park is renowned for its happiness, atmosphere and pastoral care. Relations between pupils and staff are relatively informal, but mutually respectful; children are encouraged to voice their views and opinions. Recent years have seen more than average numbers of leavers gaining scholarships to a variety of senior schools. The diversity of awards gained, which include academic, music, sport, art and all-round, testifies to the breadth of education on offer. Emphasis is on the individual, finding and encouraging aptitude and talent.

#### **Purpose**

The role of Nursery Nurse is to support the Room Leader and Manager in providing children with a satisfying and comprehensive care, play and learning environment, meeting individual needs of all children (birth to 5 years) in your care.

Please note the Tick Tock Child Care facility is open 50 weeks of the year. We have both full time and part time permanent positions available.

#### **Duties**

Outlined below in no order of priority are the responsibilities of you, the Nursery Nurse. From time to time to accommodate sufficient manpower you may be required to change rooms. You may also request to change to another room to accommodate a learning/development opportunity. You must liaise with the Manager to discuss your specific requirements.

- In conjunction with your Room Leader help plan sessions on approximately a monthly basis. You will have your own key children that you will carry out observations on and plan for the next stage of their development by using the Early Years Foundations Stage Practice Guidance. You will be responsible for meeting their individual needs. You need to make sure that your key children's diaries are wrote out daily and are complete for when parents collect their children.
- You should have a practical understanding of the needs and behaviour of children and be able to create a warm, caring and relaxed atmosphere. Ensure the safety and well-being of all children in your care, never leaving them unattended.
- Be prepared to attend any such training as is required to meet the demands of the setting.
- You should encourage and motivate other members of your team and support volunteers and students, in their development at all times.
- You should support the Manager and Deputy in preparation for Ofsted inspections and social services visits.
- You should attend staff meetings, where possible, (which will be unpaid) appraisals, attend an open day once a year, and other fund-raising events.
- In the event of an injury to a child or member of staff ensure that the event is recorded on an accident form; treatment is carried out as needed by a First Aider. Ensure that the parent is informed of the accident and the form signed by the parent/guardian.
- You are to keep in close contact with parent/guardian of the children in the setting ensuring you know how to contact parents/guardians in the event of an emergency, although this would normally be done through the Manager whom you should inform of the facts. You must ensure you know who is to collect the child from Tick Tock and ask for the child's individual code. You must ensure that parents sign their children in and out of the setting.
- You are to be fully conversant with the fire procedures of Tick Tock and to ensure the safe and timely evacuation of children in the event of a fire etc.
- You are to be fully conversant with any special needs of children in the setting e.g., food allergies. You are to observe strict hygiene procedures during food preparation, and nappy changing time, as detailed in the policy documents.
- You are encouraged to closely liaise with parents/guardians of children at Tick Tock - update them with the progress of their child/ran. You should encourage feedback from parents and make them aware of any discipline problems/learning difficulties as appropriate, only after first discussing this with the Manager.
- You should be aware of confidentiality regarding children's needs, or incidents, which occur within the setting and follow all policies of the setting.
- You are to ensure the completion of all jobs required of you before the end of each session.
- From time to time, you may be required to carry out duties that may not be outlined in this job description.

This job description will be subject to periodic amendments. The list of duties is not intended to be exhaustive, and you may, at any time, be required to undertake additional or other duties as are

reasonably necessary to meet the needs of the school. It is understood that you will not be required to perform duties which are not reasonably within your capabilities.

## **PERSONAL REQUIREMENTS**

### **Essential Skills & Qualities**

NVQ Level 2 or 3 or equivalent.

Ability to commute or willingness to relocate to Ludlow SY8 or surrounding area.

- Be able to work as part of a professional Childcare team
- Have an understanding of equal opportunities
- Understand the need to provide a stimulating, caring and consistent environment for young children
- An understanding of children's needs and behaviour
- Ability to communicate confidently with a wide range of people
- Good organisational skills
- To be able to feedback information in the form of written reports
- Demonstrate creative ability
- To be able to understand and meet the needs of individual children and families
- Encourage children to respect others
- Have a professional approach
- A clear understanding of the importance of confidentiality
- The ability to set appropriate limits for children
- To help children respect people of different race, ability, gender, religion and culture
- Willing to develop imaginative ideas
- To be flexible with regards to working hours
- To be motivated and able to motivate children and staff
- To engender trust in the children and colleagues
- The ability to form caring and trusting relationships with the children and their families
- The ability to behave consistently in a caring and relaxed manner with the children

### **Desirable Skills & Qualities**

- Paediatric First Aid qualification
- Experience of dealing with children aged 3 months to 3 years

### **How to Apply**

Applications can only be accepted on the School's Application Form - <https://www.moorpark.org.uk/contact/employment/>

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## **TERMS**

Start date: as soon as possible  
30 to 40 hours per week, Monday to Friday  
£11.44 to 11.67 per hour  
Discounted or free food  
On-site parking