



Duncombe  
School

An Independent Preparatory  
School and Nursery

## Role Profile: Full or Part-time Nursery Nurse (1.0FTE or 0.6 FTE Term-time)

### Purpose

The purpose of Nursery Nurse is to support the Room Leader and Head of Early Years in providing children with a satisfying and comprehensive care, play and learning environment, meeting individual needs of all children in your care.

### Key Accountabilities

- Attend staff and team meetings in order to continually evaluate the quality of care within Treetops and to contribute to the development of planning, policies, procedures, purchasing decisions and general issues relating to the efficient running of Treetops.
- Keep informed of current childcare regulations and practices, which may involve reading or attending additional training courses. Each Nursery Nurse will have an annual appraisal which will be used to identify training needs and career development opportunities.
- Inform either the Headmaster of any personal problem which may affect their ability to perform their responsibilities or of any problem within Treetops (with children, parents or staff) which is causing any concern or distress.
- Be aware of health and safety issues and maintain good hygiene standards.
- Take on a specific area of responsibility or deputise for another colleague's area of responsibility in their absence.
- Be aware of all the policies and procedures and to follow the guidelines in the Staff Handbook.
- Communicate and consult with the Early Kindergarten Leader, Kindergarten Leader, Nursery Teacher or Reception Teacher (as applicable), Head of Early Years and the Headmaster.
- Perform additional duties such as break and any other duty, within reason, assigned to him/her by Headmaster.
- Attend Assemblies and meetings for new parents and children and be prepared to contribute to them.
- Discuss with other members of their team the assessment of individual children's development, progress and attainment. To assist in recording within the format required.
- Keep completely confidential any information regarding the children, their families or other staff which is learnt as part of the job.
- Help with the preparation of work, forecasts of work and daily programmes.
- Help with the upkeep of children's records.
- At all times to work as part of the whole team in Treetops, which may involve adapting your role and responsibilities according to the needs of the occasion.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• An understanding of the Early Learning Goals.</li> <li>• Knowledge of the National Standards for the regulation of Childcare provision.</li> <li>• A commitment to the provision of high-quality childcare.</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the care, learning and development of young children.</li> <li>• An understanding of the Foundation Stage curriculum.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Completion of a recognised Level 3 Childcare qualification.</li> <li>• A positive approach to gaining further qualifications.</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection in Schools Course.</li> <li>• Health &amp; Safety certificate.</li> <li>• Paediatric First Aid certificate.</li> <li>• Basic Food Hygiene certificate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of caring for, or working with children aged 2-5 in a voluntary or paid capacity.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Good organisational, record keeping and planning skills.</li> <li>• Punctuality.</li> <li>• Excellent communication skills, with children, colleagues, advisors, and parents/carers.</li> <li>• Patience and empathy with children, colleagues, and parents/carers.</li> <li>• Reliability and trustworthiness.</li> <li>• A positive approach to inclusive practice, with children and colleagues.</li> <li>• Enthusiasm for working with young children.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening.</li> <li>• Able to work in small teams.</li> </ul>

## Key Stakeholders

**Internal:** All school non/teaching employees, pupils

**External:** Education establishments, suppliers, parents

## Hours of Work

Term-time Weeks (Approx. 35 weeks)

The vacancy can either be full-time or part-time.

Full-time would be Monday to Friday normally from 8.15am to 4.15pm each day with a 60 minute unpaid break, total paid hours each week 35 hours.

Part-time would be three full days each week, normally from 8.15am to 4.15pm each day with a 60 minute unpaid break, total paid hours each week 21 hours.

## Holiday

25 days annual holiday per year plus Public and Bank Holidays, pro-rata for part-time and term-time.

Annual holiday is not permitted in term time.

The holiday year runs from 1<sup>st</sup> September through until 31<sup>st</sup> August, staff joining part way through the holiday year will receive a pro-rata amount of holiday entitlement.

## Application Process

Please note that all applicants are required to complete the Cognita Application Form which can be downloaded from the following website:

[www.duncombe-school.co.uk](http://www.duncombe-school.co.uk)

CVs may be submitted in support of the application form but CVs on their own are not acceptable.

Applications by post and email are permitted. The school is looking to interview at the earliest opportunity, so applications will be reviewed once they are received and therefore this vacancy may be withdrawn at any time.


Closing date for application: noon on Wednesday 15<sup>th</sup> June 2022.

Interview date: W/C 20<sup>th</sup> June 2022

Please send your application and a covering letter indicating if you wish to be considered for a full-time or part-time role to:

Mrs Emma Webb, Headmaster's PA, Duncombe School, 4 Warren Park Road, Hertford, SG14 3JA

Email: emma.webb@duncombe-School.co.uk

<b>Name:</b>	<b>Ian Thomas</b>
<b>Job Title:</b>	<b>Business Manager</b>
<b>Signature:</b>	
<b>Date:</b>	<b>Monday 6<sup>th</sup> June 2022</b>