



Duncombe  
School

An Independent Preparatory  
School and Nursery

# Role Profile: Full-time Nursery Nurse/Room Leader (52 Weeks)

## Purpose

The purpose of Nursery Nurse/Room Leader is to support the 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. During Holiday Club periods the Nursery Nurse will provide quality care and learning experiences for all children in their 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)

Monday: 8.15am to 4.15pm with a 60 minute unpaid break

Tuesday: 8.15am to 4.15pm with a 60 minute unpaid break

Wednesday: 8.15am to 4.15pm with a 60 minute unpaid break

Thursday: 8.15am to 4.15pm with a 60 minute unpaid break

Friday: 8.15am to 4.15pm with a 60 minute unpaid break

Total paid hours: 35 hours per week

### Non-term Time Holiday Club (Approx. 13 weeks)

Monday 7.45am to 4.15pm with a 30 minute unpaid break

Tuesday 7.45am to 4.15pm with a 30 minute unpaid break

Wednesday 7.45am to 4.15pm with a 30 minute unpaid break

Thursday 7.45am to 4.15pm with a 30 minute unpaid break

Friday 7.45am to 4.15pm with a 30 minute unpaid break

Total paid hours: 40 hours per week

### Non-term Time When Holiday Club is not Operational (Approx. 4 weeks)

Monday 8.00am to 4.00pm with a 30 minute unpaid break

Tuesday 8.00am to 4.00pm with a 30 minute unpaid break

Wednesday 8.00am to 4.00pm with a 30 minute unpaid break

Thursday 8.00am to 4.00pm with a 30 minute unpaid break

Friday 8.00am to 4.00pm with a 30 minute unpaid break

Total paid hours: 35 hours per week

The post holder will be required to have a flexible approach to their hours of work in order to meet the requirements of the role. The school offers Wrap Around Care in term-time which includes a Breakfast Club from 7.30am and After School Care until 6.30pm, where there is a need for staff to provide cover this is paid in addition to the annual salary.

## Holiday

25 days annual holiday per year plus Public and Bank Holidays, pro-rata for term-time plus 6 weeks over the Summer.

Annual holiday is not permitted in term time. All holidays must be agreed in advance with the Headmaster and Business Manager.

For staff working 52 weeks please note that you need to take one week of your annual holiday at the beginning of the Summer Holiday. The School may also require that you take up to 4 days from your existing holiday entitlement between Christmas and New Year.

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 to:

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

Email: [emma.webb@duncombe-School.co.uk](mailto: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>