



Nursery Nurse

Location: Milton Keynes College – Early Years Nursery

Hours: 30 Hours per week, fixed term 6 months

Salary: £14,873 - £16,604 pro rata (depending on qualifications and experience)

Reporting to: Nursery manager

Function:

- Help to create a stimulating and attractive environment that encourages the children's all round development
- Help to provide highest standards of care and education

Our Values

Our values represent the aspirations of our individual and collective behaviour. They guide our day-to-day decision-making. In order to achieve our vision, we will endeavour to put these values at the heart of everything we do.

To **inspire** – where everyone motivates, engages, challenges, and stretches each other

To strive for **excellence** – where everyone recognises their own potential and becomes the best they can be

To demonstrate **integrity** in all we do – where everyone is committed to being open, honest and doing the right thing

To show **respect** – where we listen, consider the views of others and value everyone

To **innovate** – where new ideas and thinking are generated around people, products and processes

Principal Accountabilities:

- Be a reliable member of a team, working co-operatively and with flexibility.
- Observe key children's progress and report on achievements,
- Develop excellent communication and positive relationships with parents
- Supervise children at play (indoor and outdoor) and at mealtimes.
- Assist with the creation of a stimulating and attractive classroom environment.
- Attend parent meetings, be involved in fundraising events and assist with the promotion of the nursery, as required.
- Assist with the care, maintenance and security of all equipment and toys within the Nursery.
- Attend staff meetings and training sessions as required.
- Participate in all self-development activities, including appraisals, etc.
- Develop positive relationships with other staff working within the Nursery.
- To carry out duties at all times in accordance with the College's equal opportunities health and safety and risk management policies and procedures.
- To promote by consistent example internally and externally the philosophy and values of the College.
- Undertake any other reasonable duties as required.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. It is the duty of all Milton Keynes College personnel to take all reasonable care of themselves and of other persons who may be affected by their acts or omissions.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education. We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. All positions therefore undergo a thorough on boarding process to include DBS. In addition, security clearance is required for all prison services positions.

The College is also proactively committed to Sustainable Development through the learning opportunities it delivers, its management of resources and its engagement with communities. In line with legislation aimed at creating a smoke-free England, the College is working towards becoming a smoke-free environment. We will actively support those who wish to give up smoking by providing access to information and individual support.

As a Private Sector organisation we have public duty responsibilities including but not limited to the Equality Act 2010.

Role Specification

	Essential/ Desirable	Assessment Method
Qualifications		
Have a good basic education including GCSE level C in English and hold a Level 2 or 3 in childcare	E	A
Have good “Skills for Life” (literacy, numeracy and language) and be willing to develop these further	D	A
Experience		
Accuracy and precision in written presentation	E	A
Have an affinity with young children	E	SP
Possess a good working knowledge of Health & Safety issues	E	SP
Ability to work as a reliable member of the team, developing positive relationships with colleagues, parents, children and outside agencies	E	SP
Good communication skills both written and verbal	E	SP
Knowledge and understanding of Equal Opportunities	E	SP
Be prepared to undertake professional development, as appropriate	E	SP
Commitment to students and students’ success	E	SP
Good organisational skills	E	SP
Ability to work under pressure and meet deadlines	E	SP
Self-managing/reflective		
Qualities		
Open/Reflective/Warm	E	SP
Enthusiastic and self-aware	E	SP
Creative and Flexible	E	SP
Team focussed	E	SP
Reliable, Adaptable and Dependable	E	SP