



## KingsWellies Nursery Job Profile Nursery Nurse/Nursery Practitioner

1 Job Details	
Job Title:	<b>Nursery Nurse/Nursery Practitioner</b>
Based at:	KingsWellies Nursery, Prime Four Business Park, Kingswells, Aberdeen, AB15 8PU
Salary:	Competitive salary to be agreed
Hours:	Full-time 40 hours per week / Part-time 20 or 30 hours per week
Duration:	Permanent as of March 2015
Version Date:	November 2014

2 Job Purpose	
As a member of the KingsWellies Nursery setting, to be fully involved in the work of the Nursery, helping to contribute to the highest quality of care and education for the KingsWellies children.	

3 Main Tasks	
<b>The post holder will be expected to:</b>	
<ul style="list-style-type: none"><li>• To deliver high quality learning, teaching and childcare and promote the attainment and achievement of all children within KingsWellies Nursery.</li><li>• To be fully involved in the planning, implementing, assessing and evaluating of KingsWellies Nursery early learning and childcare provision.</li><li>• To be actively involved in the planning and implementation of a Curriculum for Excellence and the Early Level Experiences and Outcomes.</li><li>• To be actively involved in the implementation of Pre-Birth to Three and the Principles of care outlined within.</li><li>• To meet the needs of all individual children in line with national and local standards.</li><li>• To observe and interact with all children in order to support their learning and contribute to record keeping and reporting of their progress.</li><li>• To attend to the care and health &amp; safety needs of all KingsWellies children.</li><li>• To collaborate with others involved in the children's learning and development (parents, carers, teaching staff, health visitors, outside agencies). At all times maintaining confidentiality.</li><li>• To keep abreast of current thinking in early years initiatives by undertaking continual professional development.</li><li>• To participate fully in the professional and collegiate work of KingsWellies Nursery.</li><li>• To participate in all aspects of team work within the setting including professional development of students, preparation and care of resources, maintenance of cleanliness and contributing to staff discussions.</li><li>• To fully contribute to the formation and implementation of KingsWellies Nursery improvement plans.</li></ul>	

4 Essential Criteria	
<b>The post holder will be expected to show the following essential criteria:</b>	
<ul style="list-style-type: none"><li>• Good up-to-date knowledge of the developmental needs of children from pre-birth to 5 years.</li><li>• Ability to relate well to children, their families and other professional colleagues.</li><li>• Good experience of working with young children and their families.</li><li>• HNC in Early Education and Childcare or equivalent.</li><li>• S/NVQ Level 3 in Early Education and Childcare or equivalent.</li><li>• Registered with/eligibility to register with the Scottish Social Services Council.</li><li>• PVG Membership for Regulated Work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.</li><li>• Good communication and organisational skills.</li><li>• Ability to plan, implement and evaluate high quality learning activities.</li><li>• Flexibility and approachability.</li><li>• Ability to use own initiative and be a good team member.</li><li>• Good interpersonal skills.</li><li>• A willingness to develop professional expertise.</li><li>• A willingness to share personal skills and interests with the children and the wider nursery community.</li></ul>	



## 5 Job specific skills and competencies

### The post holder is expected to demonstrate:

- Clear ability to relate to children, parents, carers and other professional colleagues.
- Clear ability to motivate, stimulate and enthuse children.
- Clear ability to communicate effectively. This will include non-verbal, verbal and written forms of communication.
- A good observer and listener.

## 7 Organisational Behaviours

### The post holder is expected to display the following behaviours:

#### Communication:

- Relates well to others and works with them to help meet their needs.
- Ensures communication is appropriate/ inclusive and clear/concise.
- Responds to and acts on feedback.
- Keeps people up to date.
- Asks appropriate questions to check understanding.
- Listens objectively.
- Relates well to others and works with them to help meet their needs.

#### Stakeholder Focus

- Understands and responds appropriately to stakeholders' needs.
- Deals with all stakeholders fairly and equitably.
- Deals with stakeholder enquiries in a helpful and friendly manner.
- Develops positive and supportive relationships with all stakeholders.
- Is very knowledgeable and positive about the services that KingsWellies Nursery provides.
- Complies with the very high standards expected at KingsWellies Nursery.
- Works collaboratively across KingsWellies Nursery to deliver excellent stakeholder service at all times.

#### Professionalism

- Meets and maintains very high standards consistently.
- Acts as a role model in professional conduct.
- Takes a very positive approach to work.
- Is flexible and willing to accept change.
- Maintains confidentiality at all times.
- Keeps skills and knowledge up to date.
- Manages time well.
- Takes pride in their work.
- Gets the job done to the highest standard.
- Ensures the highest standards of nursery cleanliness are maintained at all times including standards of personal hygiene and appearance.

#### Respect

- Shows respect for people at all levels.
- Recognises the time, effort and commitment of others.
- Shows consideration for others' views, privacy, beliefs and abilities.
- Is courteous, polite and considerate to all.
- Respects KingsWellies Nursery equipment, premises and property.
- Complies with KingsWellies Nursery policies, procedures and guidelines at all times.



## **7 Requirements of the Job**

### **The post holder needs to hold as a minimum:**

- Educated to Standard Grade level in Literacy and Numeracy or equivalent
- HNC Early Education and Childcare or equivalent
- S/NVQ Level 3 Children's Care and Development or equivalent
- Registration with/eligibility to register with SSSC
- PVG Membership for Regulated work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made.

## **8 Development**

### **The post holder must have undertaken or be committed to undertaking the following courses within a specified period:**

- First Aid
- Child Protection
- Food Hygiene
- Data Protection
- GIRFEC
- Manual Handling
- Health and Safety / Risk Assessments
- Administration of Medication
- National Care Standards
- Curriculum for Excellence
- Pre-Birth to Three Positive Outcomes for Scotland's Children
- Building the Ambition
- HGIOS3
- TCATC2
- Infection Control
- Care and Welfare
- Behaviour Management
- Confidentiality