



KingsWellies Nursery Job Profile Trainee Nursery Nurse / Nursery Practitioner

1 Job Details	
Job Title:	Trainee Nursery Nurse / Nursery Practitioner
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	
The post holder will be expected to:	
<ul style="list-style-type: none"> • Through ongoing training and professional development; to work towards the delivery of high quality learning, teaching and childcare within KingsWellies Nursery. • To promote the attainment and achievement of all children within KingsWellies Nursery. • Through ongoing training and support; to become actively involved in the planning and implementation of a Curriculum for Excellence and the Early Level Experiences and Outcomes. • Through ongoing training and support; to become actively involved in the planning and implementation of the Principles contained within the Pre-Birth to Three programme. • To meet the needs of all individual children in line with national and local standards. • To observe and interact with all children in order to support their learning. • With support; to contribute to record keeping and the reporting of children's progress. • To attend to the care and health & safety needs of all KingsWellies children. • With support and supervision; to collaborate with others involved in the children's learning and development (parents, carers, teaching staff, health visitors, outside agencies). • To maintain confidentiality at all times. • To take full responsibility for own training and professional development and to act on all feedback and advice given. • To keep abreast of current thinking in early years initiatives, by undertaking ongoing continuing professional development as you move towards achieving S/NVQ Level 3 in Early Education and Childcare or equivalent. • To participate fully in the collegiate work of KingsWellies Nursery. • To participate in all aspects of team work within the KingsWellies setting including preparation and care of resources, maintenance of cleanliness and contributing to staff discussions. • To contribute to the formation and implementation of KingsWellies Nursery improvement plans. 	

4 Essential Criteria	
The post holder will be expected to show the following essential criteria:	
<ul style="list-style-type: none"> • Some knowledge of the developmental needs of children from pre-birth to 5 years. • Ability to relate well to children, their families and other professional colleagues. • A willingness and appetite to learn and to develop professional expertise. • Some experience of working with young children and their families. • Willingness and ability to work towards achieving HNC in Early Education and Childcare or equivalent. • Willingness and ability to work towards achieving S/NVQ Level 3 in Early Education and Childcare or equivalent. • Registered with/eligibility to register with the Scottish Social Services Council. • PVG Membership for Regulated Work with Children and/or Protected Adults or willingness to obtain prior to a formal offer of employment being made. • Good communication and organisational skills. • With support; to plan, implement and evaluate high quality learning activities. • Flexibility and approachability. 	



- Ability to use own initiative, take direction and be a good team member.
- Good interpersonal skills.
- A willingness to share personal skills and interests with the children and the wider nursery community.

5 Job specific skills and competencies

The post holder is expected to demonstrate:

- Ability to relate to children, parents, carers and other professional colleagues.
- Ability to motivate, stimulate and enthuse children.
- 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
- Asks appropriate questions to check understanding
- Listens objectively

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 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 high standards consistently
- Takes a very positive approach to work
- Is flexible and willing to accept change
- Maintains confidentiality
- Works hard to develop skills and knowledge
- Manages time well
- Takes pride in their work
- Gets the job done to the highest standard possible
- 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
- Complies with KingsWellies Nursery policies, procedures and guidelines at all times
- Respects KingsWellies equipment, premises and property.



7 Requirements of the Job

The post holder needs to show the ability to work towards achieving:

- 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:

- All relevant training in Early Education and Childcare as appropriate
- 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