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**JOB TITLE: Nursery Nurse (Maternity Cover)**

**The Organisation**

Welcome to Springboard Nursery a home from home for children aged 11 months to 4 years old. We are proud to say that we offer an environment where children can be children learning through play whilst having fun. We celebrate each child’s unique personality and encourage their individuality to shine whilst in our care through establishing strong relationships with parents and other professionals.

We are open all year round, Monday to Friday, and team members work between the hours of between 8:00am and 5.00pm

Springboard Nursery is attached to Springboard Sunderland Trust which is a registered charity which aims to support the development of sustainable communities where people have the skills they need for work and life.

With over 40 years of leadership in the sector the organisation provides a wide range of training and community development programmes across the northeast of England.

Springboard is an Investor in People, holds the Matrix Award for IAG and is a Disability Confident Employer.

**Position Summary**

The Nursery Nurse role involves providing high quality day care for children aged 1-5 following the Early Years Foundation Stage profile whilst implementing the flexible daily routine.

Specific elements of work for individuals are detailed in the attached job description.

**Conditions of Employment**

Position: Nursery Nurse

Responsible to: Nursery Manager

Salary range: 18,470

Hours: 37½ hours per week

Contract Term: Maternity Cover

Location: Springboard Nursery Sunderland

Leave: 25 days per annum, pro rata, subject to local conditions, plus statutory holidays

All posts will be subject to DBS check. A copy of our Ex Offender recruitment policy and Equal Opportunities policy will be included in the recruitment pack.

The following list of duties and responsibilities must be taken as a guide and is not intended to be comprehensive.

**Key responsibilities and accountabilities**

Springboard operates in a demanding and often changing environment. Members of staff must be flexible, adaptable and willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be regarded as fully comprehensive:

* Lead on planned and unplanned learning opportunities for key children ensuring all individual and educational needs are met
* Liaise with parents / carers about child’s learning and development in regular review meetings
* Assist in providing a healthy balanced diet, including any special dietary requirements
* Ensure all personal records and learning journeys are up to date whilst respecting all confidential information received.
* Support staff and learners both employed and on work-placement in the nursery, to enable them to develop their skills and qualifications
* To work in partnership with statutory bodies and authorities as necessary to ensure the care and protection of children and their families
* Operate with flexibility around location and programme
* Carry out duties in accordance with the Quality Systems and Procedures currently in place throughout the organisation.
* Ensure the operation of efficient and safe environments and perform with due regard for the health, safety and welfare of all within the guidelines of Springboard's Health and Safety Policy
* Promote and support equality and diversity through the charity’s Equal Opportunities Policy
* Assist in marketing and promotion of Springboard programmes and services.
* To undertake other such duties which are commensurate with the post as may be required from time to time, by the Chief Executive or other Springboard Managers

**PERSON SPECIFICATION**

**Essential**

* Recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children & Young People’s Workforce, NVQ Level 3 in Children’s Care, Learning and Development – or be working towards completion
* Previous experience of caring for, or working with children aged 0-5 in a paid or voluntary capacity
* An understanding of the Early Years Foundation Stage and Early Learning Goals
* Good organisational, record keeping and planning skills
* An understanding of the importance of Safeguarding, Health & Safety and Food Hygiene in the workplace
* Ability to work independently and as part of a team
* Good interpersonal and communication skills with both key children and adults
* ****Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent’s Evening, staff meetings