



Senior Nursery Nurse or Childcare Assistant Job Description

Job Title:	Senior (Nursery Nurse / Childcare Assistant)
Report To:	Branch Manager
Job Purpose:	<ul style="list-style-type: none"> <input type="checkbox"/> Work with the Junior / Branch Manager to ensure the smooth running of your room and to ensure the welfare of the children at all times. <input type="checkbox"/> To act as a role model for the Company with parents. <input type="checkbox"/> To keep the Juniors (and Branch Manager) informed of any issues. To ensure standards of health and hygiene are maintained.

Key Responsibilities

Staff Responsibilities	
1.	Covering for unit leader if requested
2.	Ensuring a good level of communications with all staff in general
3.	Ensuring that you respect the rights of the children in your care and their parents
4.	Working as part of a team, fostering good working relationships with your colleagues
5.	Supporting the juniors, trainees and work experience staff
Meeting Responsibilities	
6.	Attending all relevant workshops and parents nights when required
7.	Attending the staff meetings and contributing in a positive and constructive way
8.	Organising with the unit leader and attending 'Moving Room Meetings'
Operational Responsibilities	
9.	Responsibility for the smooth running of the room, working closely all unit members
10.	Working very closely with the unit leader and branch manager on all issues relating to your room
11.	Ensuring the general care of the children in your room through the structured timetable
12.	Working with the unit leader to develop and maintain routines for the children. Ensuring that the routines are followed on a day-to-day basis where possible - this will include feeding, sleep routines, arts & craft, songs, etc
13.	Ensuring general child stimulation using all equipment at your disposal and keeping the levels proportionate. Ensuring toys are at a usable level
14.	Ensuring that all policies and procedures are followed, and all relevant forms, from and for parents, are collected and completed daily and passed to parents on a daily basis. For example, medical administration form, daily report sheet, etc
15.	Dealing with all queries from parents, consulting with unit leaders and branch manager
16.	Escalating issues to the unit leader (or branch manager in their absence) in a timely manner
17.	Ensuring that the environment is child led and child focused
18.	Conducting general cleaning duties of the unit and entire branch when requested
19.	Willingness to work in other parts of the Branch when required
20.	Ad hoc duties as requested

Experience, Knowledge and Qualifications required for Job

Experience	Min of 1 - 2 years experience within a childcare centre and / or practical hands on life experience
Knowledge	Childcare knowledge Ability to help plan a room schedule Knowledge of the required Health & Safety and Policy & Procedures standards in the industry
Qualifications	CV should reflect a reasonable level of education Childcare qualification from a recognised childcare college First Aid certified Manual Handling certified
Other Personal Attributes Required	Ability to work as part of a team Ability to be innovative A sincere and genuine love of children To be self motivated and ability to motivate others Good organisational skills

	Excellent interpersonal and communication skills To be flexible Willingness to attend workshops and staff meetings Initiative and ability to cope under pressure Professional manner at all times
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Additional Information

Our team are the key to our success as we work hard to meet the needs of our parents and their children for whom we care. They are dedicated individuals who are driven by the enjoyment and satisfaction gained from caring for children. Here are some of the general qualities we look for in all our people.

- Good communication skills
- Warm, caring personality, good rapport with adults and children alike
- A enthusiastic 'can-do' attitude
- A good sense of team spirit

What we can offer you

- A great salary
- Ongoing staff training
- Opportunities for career progression
- An active staff social programme
- Subsidised VHI group scheme
- Educational Assistance

If you think that you meet the above requirements and are interested in applying then forward your CV to our Operations department to arrange an interview.