



# Little Angels

## Fun Club & Nursery Ltd.



*“Empowering our children, parents and staff to achieve”*

## Candidate Information Pack October 2020

### Nursery Nurse

## Dear Applicant,

Thank you for taking the time to learn more about this role. We are delighted that you are considering applying to join our staff team as a nursery nurse.

We are looking for an ambitious nursery nurse with a passion for the care and education of children. They will support and join our current team of experienced nursery nurses to help achieve the best outcomes for our children.

Little Angels was originally established as a single setting childcare provider, the first of its kind in Cramlington, in September 1999 by Debbie and Ian Wylie when they were unable to find suitable childcare for their own son. The company has always been forward-looking, keen to provide the best care for children and the best training and support for staff.

The company now operates five sites, covering three local authorities as it has expanded opportunistically in response to a range of different situations. It won the tender for the Fenham setting in 2003; it entered Bedlington when parents asked Little Angels to take on a setting that had just gone into administration; it won a tender for childcare at Cramlington Village Primary School; and it was similarly successful in tendering for out-of-school club provision at Amberley Primary in Killingworth.

We are registered for around 500 children across all sites, and the company has developed a well-respected presence in the local communities that it serves. More than 20 years since its inception, Little Angels still seeks to provide the care and education that parents want and need as well as the personal touch and attentive feedback to families that help cement their trust and connection with the staff who care for their children. These qualities are the foundation on which Little Angels is built and embody the care that it offers.

Over the last few months, we have weathered the pandemic and streamlined our provision. Our parents have remained very supportive of Little Angels and the care we have provided throughout the crisis, as we ensured that our settings continued to serve the needs of critical workers, their children and families, as well as vulnerable children during difficult times.

We are now looking for a nursery nurse for a maternity cover in our nursery school class at Little Angels at Cramlington Village Primary School, Northumberland.

We hope to appoint a nursery nurse who will successfully uphold and achieve the absolute best standards and outcomes for our children, families, and staff.

You will be passionate about having an impact and making a difference to the lives of children, whether from vulnerable or privileged backgrounds. You will love spending time with the children, delivering inspirational learning. Be an excellent communicator and work alongside your team to achieve best experiences for children and their families.

**What do I need to do if I want to apply?**

Please read through the person specification and job description, and if you feel you meet the essential criteria, complete your application and return it to the email address here:

[office@littleangels.info](mailto:office@littleangels.info)

The closing date for all applications is 5pm Tuesday 3<sup>rd</sup> November and an interview will be held on Thursday 5<sup>th</sup> November 2020 at Little Angels at Cramlington Village Primary School. Please note that while we try to accommodate exceptional circumstances, the Covid regulations mean these dates are non-negotiable to ensure we follow government guidelines while also being fair and inclusive.

We look forward to receiving your application,

Pam Park  
Nursery Manager

## Proposed Nursery Nurse Job Description

Post title	Nursery Nurse
Salary range	£17,000 - £18,500 FTE
Location	Little Angels at Cramlington Village Primary School
Hours	40 hours per week
Holidays	FTE 28 days paid holiday (includes bank holidays.) An unpaid holiday scheme is provided for long service after two years rising to 33 days a year.
Start date	23 <sup>rd</sup> November 2020
Responsible to	Site Manager/ Officer in Charge
Safeguarding	Please note that Little Angels is committed to safeguarding children and all roles are subject to at least two satisfactory references and appropriate DBS checks.
Additional Notes	THIS POST IS FOR MATERNITY COVER

The job description below is neither definitive nor exhaustive. However, it should provide a clear indication of what is involved in the role of area manager at Little Angels. The company reserves the right to change or amend the description as the need arises.

### Purpose of post:

- To ensure a high standard of physical, emotional, social and intellectual care for children placed in the care of Little Angels
- To give support to other personnel within the nursery
- To implement the daily routines in all play spaces

### Key Areas

- Work with children
- Teamwork
- Liaise with parents
- Planning assessments

### **Responsible To:**

Nursery Manager / Officer in Charge

### **Duties and Responsibilities:**

- Formulate and deliver a range of learning experiences that are inspirational and suitable to the age range of all children in your care
- Prepare the children's records and institute reviews/reports for parents, in conjunction with the manager
- Work with parents of special needs children to give full integration in the nursery. Foresee the needs of children with special needs and give guidance as appropriate
- Support all staff and engage with a good staff team
- To work within a team of staff and ensure good practice at all times
- Liaise with and support parents, family members, local authority and other professionals associated with the setting
- To attend all out of working hours activities, e.g. training, monthly staff meetings, parents' evenings, summer fayres, Christmas parties, etc.
- To be flexible within working practices of nursery - be prepared to help where needed, including to undertake domestic jobs within the setting

- Work alongside the manager and staff to ensure that the philosophy behind the project is fulfilled
- Record accidents, incidents and medication using the correct procedures, ensuring the manager/OIC has signed the report before the parent receives it
- Participate in the training programmes of a wide variety of students and assisting or training staff (i.e. placements and volunteers), by giving guidance & support
- Ensure someone known to nursery collects each child
- Respect the confidentiality of any information received
- Ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Health and Safety standards appropriate for the needs of young children
- Ensure the provision maintains a high-quality environment that meets the needs of individual children from differing cultures, religious backgrounds and stages of development
- Be aware of the high profile of the nursery and to uphold its standards at all times
- Develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs
- Liaise with outside agencies as required
- Undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager

**General purpose of post:**

The nursery nurse will take on specific tasks related to the day to day running of the nursery, as well as preparation of the children's play spaces, and making sure the environment is safe and appropriate for all age ranges. The nursery nurse will support with any additional responsibilities that might, from time to time be determined, and engage with appropriate training opportunities to promote professional effectiveness in this role.

*Whilst every effort has been made to explain the main duties and responsibilities to the post, each individual task undertaken may not be identified and all staff will be expected to undertake additional reasonable tasks as directed by Management.*