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**Grove Cottage Job Description**

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| **Job Title** | Nursery Keyperson |
| **Reporting to** | Nursery Manager |
| **Organisation** | Grove Cottage – Bishop’s Stortford Mencap |
| **Main Purpose of Role** | To ensure effective, high quality and professional delivery of Grove Cottage ‘s special needs nursery provision. |
| **General Duties** | Delivery of nursery provision:   * Maintain a safe and welcoming environment for children. * Ensure children’s needs are fully catered for including:   + Support children socially and emotionally.   + Deliver stimulating and fully-inclusive activities within the EYFS framework.   + Deliver appropriate extracurricular activities.   + Take part in outings, including weekly swimming sessions and half termly day trips.   + Administer medication and tube feeding as necessary (training will be provided).   + Prepare snacks.   + Assist with toileting and general wellbeing.   + Set up equipment and tidy away each day. Ensure areas are safe. Regularly check equipment. * Keep up to date with policies and ensure policy compliance. Work within Ofsted guidelines. * Observe, monitor and report on children’s progress within the EYFS framework. * Undertake ongoing training, as necessary. * Liaise with schools and other educational settings. Assist with smooth transitions into nursery and to new settings. * Liaise with parents/ carers on an ongoing basis. * Participate in meetings with families and external agencies. * Attend regular staff meetings. |
| **Other Information** | The above is designed to help you in the understanding of your role and is not exhaustive nor intended to be a definitive list of your duties, as flexibility in meeting Grove Cottage’s needs is required by all employees. |

For more information go to [www.mencapgrovecottage.org](http://www.mencapgrovecottage.org).

**This post is subject to an enhanced DBS check which must be returned prior to commencement of employment.**