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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.
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| **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.**