



Grove Cottage Job Description

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	<p>Delivery of nursery provision:</p> <ul style="list-style-type: none"> • Maintain a safe and welcoming environment for children. • Ensure children's needs are fully catered for including: <ul style="list-style-type: none"> ○ 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.

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