

## Personal Specification

As well as the ability to carry out the duties as described in the job description, you should have the following qualities:

- Good time keeping
- Good inter-personal skills and ability to work with adults and children alike
- Good organisational skills
- Responsible manner with children both on and off the nursery premises
- Flexible and positive attitude
- Sensitive to the needs and demands of younger children
- Respect confidence and be discreet
- Willing to undertake appropriate training as required
- Uniform is to be worn at all times – this consist of:
  - Black trousers/jeans
  - Shorts/  $\frac{3}{4}$  length trousers (summer)
  - Polo shirts (2 of which are supplied)
  - Black cardigan or Jubilee fleece (which is supplied)
  - Shoes, flat and sensible (trainers are acceptable) & wellingtons for the outdoors.
  - Slippers may be worn within the units.
  - Hat / hair net, steel toe cap boots and cover all's (kitchen staff only / supplied)
- Jewellery – must be kept to a minimum. A wedding ring/engagement ring, stud earrings and no body piercing. Nails are to be kept short and manicured with clear or neutral nail varnish only.

Staff employed at the nursery could be requested to work in any area of care within the nursery. Staff are also asked on occasions, to work overtime to cover sickness and holidays, also in the event of emergency cover due to any staff shortages.

Staff are entitled to help themselves to tea, coffee and squash within the nursery (drink only from mugs or cups – no bottles or cans). If there is any extra food at lunch, feel free to help yourself to a meal and eat it with the children or in your lunch break. Please supply your own lunch in case there is no food left from the children's meal times. NO chocolate, biscuits or crisps are to be eaten in front of the children.

For staff working six hours or more, lunch breaks are paid and are of 40 minutes duration. All Staff are requested to stay on the premises in case of emergencies. In certain circumstances permission may be gained from a member of the management team to leave the premises during lunch breaks. Permission to leave the grounds is entirely at Management discretion. If permission is granted please remember to sign out and in on the staff register.

All staff are expected to demonstrate their responsibility and duty of care at all times by reporting any safeguarding concerns linked to children, staff and families in their care and anyone who is associated with them.

All employees will need to complete a health declaration and a DBS check as part of their nursery induction, where they will be asked to disclose any medical and / or police records if they have not already done so.

All employees should treat information concerning the company, its staff, parents and children as confidential. Staff should be aware of the potential serious consequences that disclosure could bring and therefore staff are NOT encouraged to act as babysitters to children in the nursery – this can lead to numerous confidentiality problems. If babysitting is carried out Jubilee holds no responsibility whatsoever.

Apart from the normal day to day discussions with parents regarding their child's daily activities, ALL other discussions should be referred to the room leader, or through line management. However friendly parents may appear, please ensure that you are not led on to divulge anything that is of a confidential nature in the nursery.

All staff are expected to maintain the nursery's very high professional standards AT ALL TIMES and keep up to date with all policies and procedure and changes in legislation.