

Laura Jones

Nursery nurse

AREAS OF EXPERTISE

Childcare

Child development

Communicating

Administration

Health & Safety

Engaging with children

Supervising NVQ Trainees

Evaluating pupil performance

Planning classes

Maintaining records

Supervising

CAREER STATEMENT

“Apart from contributing to the processes and strategies which enhance standards of teaching and learning, I feel that my greatest strengths are firstly my ability to understand and meet the needs of individual children, their parents or carers. Secondly having a clear understanding of the importance of confidentiality, and thirdly being able to provide a stimulating, caring and consistent environment for young children to learn and develop in.”

Laura Jones

PERSONAL SUMMARY

A team player with excellent communication skills and qualified up to level 3 in childcare. Possessing valuable experience of working with children aged between 1 - 5 years, ensuring that they are cared for in a happy, safe and stimulating environment. Laura is passionate about providing first class childcare to infants under her supervision.

Having an enthusiastic attitude and working hard to ensure good practice is demonstrated across all areas of a Nursery, from planning quality activities, to communicating with all parents and liaising with other staff. Presently looking for a nursery nurse position that offers great training and long term career development opportunities.

CAREER HISTORY

Barton Primary School - Salford

NURSERY NURSE April 2009 - Present

Assisting qualified teachers in providing high quality childcare in nursery and infant classes. Helping the children with their learning, play, educational and social development. Having regular contact with parents and other professionals such as social workers and medical staff.

Duties:

- Maintaining toys and play equipment.
- Finding ways to stimulate children.
- Supporting carers who look after children..
- Helping to feed, wash and clean the youngsters.
- Following and implement the policies and procedures set out by the nursery.
- Ensuring that all daily routines are adhered to.
- Liaising with parents to resolve problems.
- Coordination and planning activities.
- Occasionally having to lock up and unlock the Nursery premises.
- Helping to settle in new children.
- Meeting with parents and encouraging their involvement in the aims of the nursery.

St Mathews Primary School - Manchester

NURSERY ASSISTANT May 2008 – March 2009

Helped to organise, plan and also participate in activities that entertained and also taught children under my care, in areas such as music, painting, reading etc. Was also responsible for educating children in terms of their basic learning skills.

Duties:

- Providing excellent standards of care for children and parents.
- Kept accurate administrative records of a child's development and progress.
- Worked in the toddler room and crèche.
- Provided lunch cover.
- Maintained children's administrative records and carried out assessments.
- Contributed to and participated in team meetings and activities.
- Welcomed and assisted visitors to the nursery.
- Undertook out of hours activities like summer fairs and Christmas activities.
- Recorded accidents/incidents in the books provided.
- Encouraged children to respect each other and also teachers.

PERSONAL SKILLS

Tactful & articulate

Team work

Decision making

German speaker

Perseverance

Attention to detail

Confident

Flexible & adaptable

Positive attitude

PROFESSIONAL

Advanced First Aid

French Speaker

German Speaker

CRB cleared

PERSONAL DETAILS

*Laura Jones
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Nationality: British*

Central Primary School - Birmingham

NURSERY ASSISTANT June 2007 – May 2008

South Primary School - Manchester

NURSERY ASSISTANT July 2006 – June 2007

KEY SKILLS AND COMPETENCIES

Teaching

- Making learning fun.
- Comprehensive knowledge and understanding of OFSTED Standards.
- Good IT skills and knowledge of the latest teaching software systems.
- Having a good understanding of EYFS standards.
- Assisting in the supervising and training of students and trainees sent to the nursery.
- Can manage stressful situations.

Personal attributes

- Possessing a responsible, patient and caring attitude.
- Excellent communication skills.
- Able to work as part of a nursery team.
- Having a relaxed and fun attitude when talking to children.
- Proactive and able to use initiative when solving problems.
- Greatly enjoy working with children.
- Having a fast moving `can do` attitude.
- A capacity for innovation.
- Confident and able to work on own initiative.
- Committed to safeguarding and promoting the welfare of children.
- Can communicate effectively both verbally and in writing.

Professional

- Understanding of and commitment to the implementation of equal opportunities.
- Knowledge of health and safety issues.
- Participate in the training programme of a wide variety of students.
- Knowledge of The Children's Act.
- Have an understanding of equal opportunities.
- Able to ensure confidentiality at all times.
- Able to undertake certain domestic jobs within the Nursery, for example, preparation of snack meals, cleansing of equipment.

ACADEMIC QUALIFICATIONS

Birmingham North University 2003 - 2006

Nursing BSc (Hons)

Birmingham South College 2001 - 2003

A Levels: Maths (B) English (A) Physics (C) Geography (A)

CACHE Level 2 Certificate in Child Care and Education

City & Guilds, CACHE or BTEC Level 2 Certificate in Children's Care, Learning and Development

REFERENCES – Available on request.

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