

Nursery Officer (Qualified and Unqualified)

Job Description

Grade: GR2 subject to formal evaluation under the Pay Equity Review

All persons working in this school:

- will have responsibility for promoting and safeguarding the welfare of every child.
- must adhere to the ethos of the school by promoting the agreed vision and aims of the school and set an example of personal integrity and professionalism.

1. Job Purpose

- 1.1 To provide a flexible and holistic pre-school support service to meet the needs of children, families and the community
- 1.2 To support the management team
- 1.3 To contribute to the promotion of the Nursery

2. Key Responsibilities

- 2.1 Support children/families to enable them to participate in a range of services and activities as appropriate to their specific needs
- 2.2 Provide a nurturing, stimulating, caring and safe daycare environment
- 2.3 To support the planning and delivering of the integrated curriculum and assist in the planning and delivery of the differentiated curriculum for identified children with SEN
- 2.4 Show commitment to working with families and ensure that each child/family reaches their optimum potential
- 2.5 Liaise with the Local Authority and other outside agencies in order to develop community links and offer parents a route to alternative services and support networks
- 2.6 Undertake certain domestic duties within the nursery, e.g. preparation of snacks and cleansing of equipment

- 2.7 Work as a team member to develop integrated policies procedures and working practices
- 2.8 Provide basic information on children's development
- 2.9 Keep simple records of children's development and activities as required
- 2.10 Take an active role in meetings, individual supervisions and participate in training and personal development opportunities
- 2.11 Provide demonstration of work to students, trainees and volunteers
- 2.12 Be actively involved in the monitoring and evaluation processes relating to the nursery
- 2.13 Be actively involved in promoting best practice and providing good professional expertise and practice
- 2.14 Work towards Nursery objectives and targets alongside other team members, proactively monitoring and evaluating input against agreed objectives
- 2.15 Ensure the Council's Equal Opportunities Policies and Health and Safety Policies are Adhered to
- 2.16 To adhere to the ethos of the school
 - 2.16.1 To promote the agreed vision and aims of the school
 - 2.16.2 To set an example of personal integrity and professionalism
 - 2.16.3 Attendance at appropriate staff meetings and parents evenings
- 2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Suitable Level 2 qualification (Early Years compliant)	AF/C
		AF/I/T
		AF/I
Experience Relevant work and other experience	Experience of working with children	AF/I
	Experience of supporting children with SEND	AF/I
	Experience of liaising with parent carers	AF/I

Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Good written literacy skills	AF/I
	Clear communication skills	AF/I
	A good understanding of the EYFS, child development and learning processes	AF/I
	The ability to follow instructions from the teacher and also be able to work independently	AF/I/T
	To make effective contributions to the team as appropriate	AF/I/T
	The experience of and the ability to deal positively with children and parents	AF/I
	The ability to manage behaviour effectively	AF/I
	The ability to implement assessment for learning under the guidance of the teacher	
	Show initiative and work independently	
Training	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
Other	Enjoy working with children	AF/I
	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
