
TITLE: **Senior Nursery Officer**

GRADE: **Scale 4**

RESPONSIBLE TO: **Nursery Manager**

PURPOSE OF JOB:

- The role of the Senior Nursery Officer is to ensure all children attending receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

- 3.1 Support the development of the College's nursery and crèche service to ensure that the nursery provides a safe, enriching and quality environment for children and staff
- 3.2 Supervise the daily operational management of the nursery
- 3.3 Support the Nursery Manager in liaising with stakeholders, including parents, the local early years partnership and local authority, to ensure they are informed of developments and that you are up to date with relevant childcare policies and practice
- 3.4 Support the professional development of staff, including overseeing the training of Nursery Assistants to NVQ Level 3
- 3.5 Undertake First Aid duties and ensure that the nursery exceed minimum health and safety requirements
- 3.6 To undertake the managers role and responsibilities in their absence
- 3.7 To work well in a team and also be able to lead the team when necessary
- 3.8 To carry out all other duties i.e. planning, development check lists etc
- 3.9 To undertake ongoing training when required
- 3.10 Work with the Nursery Manager to ensure all policies and procedures are updated regularly

4. Person Specification:

- 4.1 Experience of working with children and families from inner cities in a group/individual situation
- 4.2 Experience of working with children and families from BAME communities
- 4.3 Experience of observation and planning high quality experiences for children to meet their all-round development needs

- 4.4 At least two years post qualification experience
- 4.5 Experience of working with children from 6 months to 5 years
- 4.6 Experience working with students and apprentices
- 4.7 Relevant L3 qualification in Early Years (e.g. NNEB, BTEC Diploma, NVQ Level 3 [Care and Education], CACHE Diploma in Childcare and Education)
- 4.8 Warm and enthusiastic personality
- 4.9 Ability to work/plan with parents/carers as active partners
- 4.10 Proven skills to work independently as well as part of a team
- 4.11 Proven skills to incorporate and ensure practical implementation of the Children Act 2004, Every Child Matters and the Early Years Foundation Stage, including special consideration for the needs of BAME children and children with special needs
- 4.12 Ability to monitor and keep records of children developmental progress
- 4.13 Ability to communicate effectively at all levels
- 4.14 Understanding of and commitment to the College's Equal Opportunities policy including the understanding of racism, sexism and their effect on children

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.