

ASHFIELD PLAZA DAY NURSERY

JOB PROFILE

Job title:	Nursery Officer (Maternity Cover)
Responsible to:	Nursery Manager
Salary / Grade:	Grade 1 £17,842 - £18,933 per annum Actual salary for the term time role: £15,279 per annum.
Working hours / weeks:	37 hours per week. One role is for 52 weeks per year, the other is term time only working 39 weeks per year.
Core purpose:	To contribute to a high-quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust and the Nursery.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

1. Take all reasonable steps to provide a safe and secure environment at all times, ensuring high standards of hygiene and cleanliness are maintained and the nursery team's compliance and awareness to the nursery's Health and Safety policies.
2. To develop your role within the team and to help ensure the effective implementation of the Early Years Foundation stage to those children in receipt of the Nursery Education Funding.
3. Formulate and operate a programme of activities suitable to the age range of children in conjunction with the Room Senior.
4. Prepare the children's records for parents and carers, in conjunction with the Room Senior and Managers.
5. To maintain an up to date Development File and Next Steps for each of your key children, for parents and carers. To assist if the child moves to another setting or to school with the transition of documents.
6. Work in partnership with parents and carers of special needs children to provide full integration in the setting.
7. Liaise with and support parents and carers and other family members as part of our work in partnership with parents, to ensure they are fully aware of their child's progress and development whilst in our care.
8. To provide all aspects of care for children including washing, changing and feeding.
9. As a key person assist with meeting the personal and emotional needs of individual children.
10. To be a positive effective role model for staff and children.
11. Look upon the setting as a "whole" where your help can be most utilised, be constantly aware of the needs of the staff and children.

12. To be flexible within working practices of the setting. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g. preparation of snacks, meals, cleaning of toys and equipment etc. Work alongside the Managers, Room Seniors and other staff members to ensure that all themes and projects are fulfilled.
13. Ensure all accident, incident and medication forms are completed and signed by the appropriate people.
14. Ensure all children are collected by somebody known to the setting and authorised to do so.
15. Specific Child Care Tasks:
 - a) The preparation and completion of activities to suit the child's stage of development
 - b) To ensure that snack and mealtimes are a time of pleasant social sharing
 - c) Washing and changing children as required
 - d) Maintaining the Daily Diaries, Observations, Next Steps and Development Files of your Key Children with support and guidance from the Managers.
 - e) Providing comfort and warmth to an ill child until they are collected by their parent or carer.
16. To ensure the setting is a high-quality environment which meets the needs of individual children from differing cultures and religious backgrounds, and stages of development.
17. To be aware of the high profile of the setting and to uphold its standards at all times, both whilst on and off the premises.
18. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Managers from time to time.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

PERSON SPECIFICATION

Role: Nursery Officer		E/D	A	I
Qualifications and Training				
1	Level 3 in Childcare	E	✓	
2	Level 4 in Childcare	D	✓	
Experience				
3	Experience of working in an early years environment	E	✓	✓
4	Experience of working to the EYFS Statutory Framework	E	✓	✓
Knowledge and understanding				
5	Working knowledge of EYFS Statutory Framework	E	✓	✓
6	Good knowledge of child development and planning programmes for the children	E	✓	✓
Skills and abilities				
7	Good organisational, record keeping and planning skills both verbal and written	E	✓	
8	Ability to follow procedures accurately	E	✓	
9	Excellent communication skills, with children, colleagues, advisors and parents and carers	E	✓	
Personal attributes				
10	Patience	E		✓
11	Empathy with children, colleagues and parents and carers	E		✓
12	A positive approach to inclusive practice, with children and colleagues	E		✓
13	Enthusiasm for working with young children	E		✓
Other				
14	A commitment to uphold and promote equality of opportunity	E		✓
15	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

KEY: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: July 2018