

The Leicestershire College Job Description

1. Job Details

Job Title: Nursery Officer
Competency Level: Business Support 1
Job Number: 85095
Reporting To: Childcare Manager/Assistant Manager/Deputy
Department: Nursery
Annual Salary (FTE): £16,200 per annum
Date: January 2019

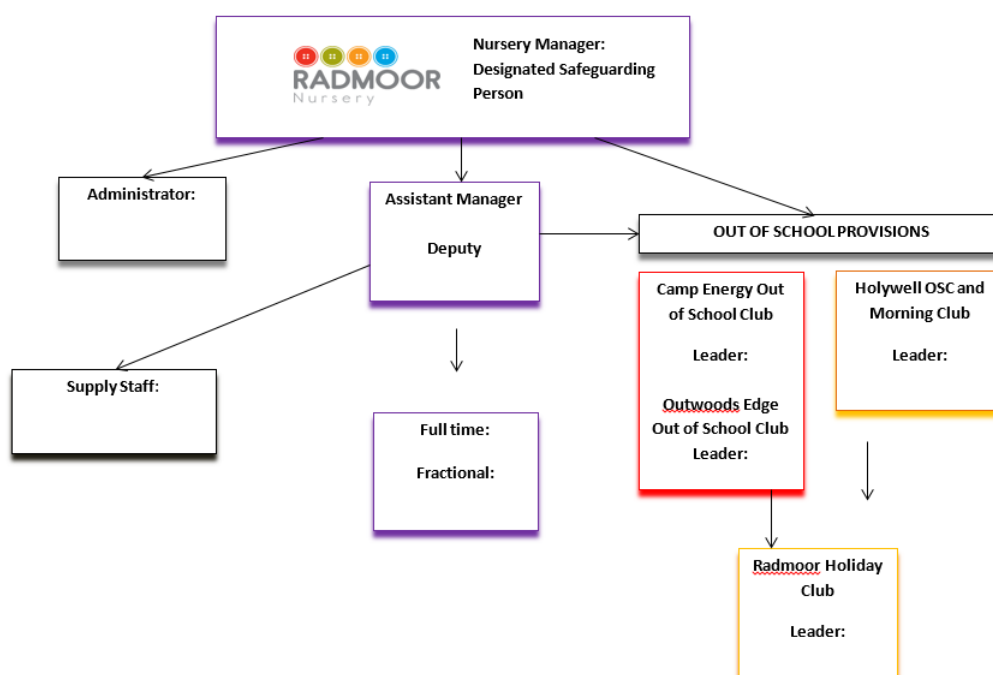
2. Job Purpose

To become part of the Radmoor Childcare team, supporting the day to day running of the provision, ensuring that ratios are maintained and all children's needs are met in a stimulating and nurturing environment

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To deliver high quality learning experiences for all children ensuring that they are age appropriate and support all areas of development
- To ensure that the environment is safe, welcoming and caring at all times
- To carry out all responsibilities within an equal opportunities approach
- To support the individual needs of a child
- To safeguard children, young people and vulnerable adults that you may come into contact with, in line with the guidance and procedures of the Local Safeguarding Children's Board (LSCB).
- To build and maintain outstanding partnerships with parents, carers and colleagues
- To support all inspections relating to the Nursery e.g.: Ofsted. Environmental Health. Funding Audits
- To attend meetings as appropriate
- To carry any duties that may be required by the Radmoor Childcare Management Team

6. Key Result Areas

Action	Result
Plan, prepare and carry out effective activities	Children engaged and learning
Support the partnership with parents and shared provisions	Effective use of shared information
Support record keeping for individual children	Children's 'Next Steps' identified
Take part in planning/team meetings	Activities well planned and staff well informed

7. Key Working Relationships and Communications

Internal: Nursery Manager, Assistant Manager, Nursery Deputy, Club Leader, Colleagues and Children. - All relating to childcare/Appraisals/In house Training/Staff Meetings

External: Parents, Carers, School Teachers, Social Care, Health Visitor, Outside Professionals, Police. - Relating to Development, Health & Wellbeing of the child.

8. Scope for Impact

Not applicable

9. Competency Profile

Competency	Descriptor	Competency	Descriptor
Accountable - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Continually improves own performance and increases skills and knowledge. Works efficiently; makes best use of the College's resources. Manages own health, safety and wellbeing; complies with College policies.	Entrepreneurial - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks. You try new approaches and are not tied down by the existing ways of doing things. You understand how your tasks fit into achieving the College's outcomes.
Agile - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Handles change with responsiveness and adaptability. Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard. Understands customer expectations; delivers consistently high quality service. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	Inspiring - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Own actions and behaviours are inspiring and engage others. Enthuses others with accurate and relevant subject knowledge. You listen to people and allow their thoughts and ideas help you perform your function better.
Engaging - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter. You understand the goals of your team or department and you understand how your contribution impacts on achieving these.	Integrity - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Own work consistently contributes to the strategic aims of the College. Own work consistently contributes to the strategic aims of the College. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE passes A-C) or equivalent or willing to work towards	•		Application / Certificates
2.	Current First Aid Certificate or willing to work towards		•	Application/ Certificates
3.	Minimum Level 2 Child Care Qualification/ Play Works or willing to work towards	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience of working within the child care sector	•		Application/ Interview
5.	Experience of working in a Nursery environment		•	Application/ Interview
6.	Experience of working in an out-of-School/Holiday club		•	Application/ Interview
7.	Experience of planning a variety of activities to suit age ranges 0-11 years	•		Application/ Interview
SKILLS & KNOWLEDGE				
8.	Knowledge of Early Years Development	•		Application/ Interview
9.	Knowledge of EYFS Framework		•	Application/ Interview
10.	Ability to assist in providing and facilitating safe, stimulating, challenging and fun activities ensuring that individual needs of the children are met at all times	•		Application/ Interview
BEHAVIOURS				
11.	Ability to work well within a team	•		Interview
12.	Outstanding communication skills	•		Interview
13.	Ability to comply with professional standards at work	•		Interview
14.	Show commitment to the improvement and be able to maintain high standards	•		Interview
15.	Awareness of safeguarding and child protection regulations and requirements, ensuring the protection and wellbeing of all children	•		Interview
16.	Promote the College's equal opportunities policy and practices	•		Interview

Notes

Job Description Template
Approved by: HR MANAGER
Owner: HR

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **January 2019** and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	