

# **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 day care 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
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	NVQ Level 2 qualification or equivalent (Early Years compliant)	AF/C
	Good numeracy and literacy skills	AF/I/T
	Good ICT skills	AF/I
<b>Experience</b> Relevant work and other experience	Experience of working with children	AF/I
	Some experience of supporting young children	AF/I
	Some experience of supporting children with SEND	AF/I
	Some experience of using ICT effectively	AF/I

	Knowledge of policies and codes of practice/legislation	AF/I
<b>Skills &amp; Ability</b> 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 <b>Part 7 of the Immigration Act 2016</b>	AF/I
	A good understanding of child development and learning processes	AF/I
	The ability to follow instructions from the teacher and also be able to work independently	AF/I
	To make effective contributions to the team as appropriate	AF/I
	The experience of and the ability to deal positively with children and parents	AF/I/T
	The ability to manage behaviour effectively	AF/I/T
	The ability to implement assessment for learning under the guidance of the teacher	AF/I
	Show initiative and work independently	AF/I
<b>Training</b>	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
<b>Other</b>	Enjoy working with children	AF/I

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

Reviewed by:

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Date:

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