

# **Senior Nursery Officer**

## **Job Description**

### **Grade: GR3 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 take a lead role in providing a flexible and holistic pre-school support service to meet the needs of children, families and the community
- 1.2 To be responsible for providing supervision and support to other Nursery Officers within the establishment
- 1.3 To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Nursery

#### **2. Key Responsibilities**

- 2.1 To plan and carry out a range of activities suitable to the age range of children
- 2.2 To record children's development and achievement in order to share with parents particular developments of children within the Nursery
- 2.3 Create, plan and deliver the integrated curriculum and assist in the planning and delivery of the differentiated curriculum for identified children with SEN to ensure they are fully incorporated within the Nursery
- 2.4 Work with appropriate Senior Management and other support staff to promote the aims, philosophy and objectives of the Nursery

- 2.5 Recording accidents in an accident book and ensuring all staff are aware of accident response and reporting procedures and ensure that the Nursery Manager/Senior Management has seen such reports and authorised them before sending out to parents
- 2.6 Ensure children are collected by a known parent or a relative known to the Nursery
- 2.7 Provide a nurturing, stimulating, caring and safe day care environment, which may include:
  - 2.7.1 To wash and change children as required
  - 2.7.2 To ensure that meal times are pleasant and sociable to enhance children's social development
  - 2.7.3 To ensure the preparation and completion of activities are suitable to each particular child's needs
  - 2.7.4 To provide appropriate care to a sick or unwell child
- 2.8 To act as trainer and to provide support to a wide variety of placement or volunteer Nursery workers
- 2.9 Support children/families to enable them to participate in a range of services and activities as appropriate to their specific needs
- 2.10 Show commitment to working with families and ensure that each child/family reaches their optimum potential
- 2.11 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
- 2.12 Undertake certain domestic duties within the nursery, e.g. preparation of snacks and cleansing of equipment
- 2.13 Work as a team member to develop integrated policies procedures and working practices
- 2.14 Provide information on children's development
- 2.15 Keep records of children's development and activities as required

- 2.16 Be actively involved in the Monitoring and Evaluation processes relating to the nursery
- 2.17 Be actively involved in promoting best practice and providing excellent professional expertise and practice
- 2.18 Work towards Nursery objectives and targets alongside other team members, proactively monitoring and evaluating input against agreed objectives
- 2.19 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.20 To ensure all tasks are carried out with due regard to Health and Safety
- 2.21 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.22 To adhere to the ethos of the school
  - 2.22.1 To promote the agreed vision and aims of the school
  - 2.22.2 To set an example of personal integrity and professionalism
  - 2.22.3 Attendance at appropriate staff meetings and parents evenings
- 2.23 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.	Suitable Level 3 qualification ( <b>Early Years compliant</b> )	AF/C
<b>Experience</b> Relevant work and other experience	Experience of supporting children under 5 in an Early Years environment	AF/I
	Some experience of supporting children with Special Educational Needs and/or Disabilities (SEND)	AF/I
	Experience of meeting the statutory welfare requirements as outlined in the EYFS Framework	AF/I
	Experience in liaising with parent carers	AF/I
		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/T
	Knowledge of EYFS Framework and child development	AF/I
	A good standard of written English	AF/I/T
	Ability to consistently and effectively implement behaviour management strategies	AF/I
	Clear communication	AF/I/T
	Ability to engage in effective interactions during play	AF/I/T
	Ability to establish positive relationships with children and empathise with their needs	AF/I
	Ability to demonstrate active listening skills	AF/I
	Ability to monitor the pupils' response to learning activities and modify or adapt activities to achieve the intended learning outcomes	AF/I
	Ability to carry out and report on observations of children's knowledge, understanding and skills	AF/I
	Ability to work effectively and supportively as a member of the school team	AF/I
	Ability to lead other team members	AF/I
	Ability to work within and apply all school policies	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

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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