



**Designation:- Nursery Officer**

**Department:- The Bligh Federation 2 year old nursery**

**Responsible to:- AHT and Lead Early Years Teacher**

**Grade:- D1**

**Temporary position initially until December 2017**

**Main purpose of job**

- To assist with the effective daily running of the children's centre daycare nursery in accordance with the requirements of the centre policies and procedures, the Children Act 1989 and other relevant legislation and all local authority and OFSTED requirements
- In the absence of the Senior Nursery Officer, assist with the overall operation of the Children's Centre Day Care Nursery.

**Accountabilities**

- i Assist with the day-to-day running of the Day Care Nursery
- ii Ensure that appropriate standards of safety, security and hygiene are maintained at all times, and adhere to the EYFS Statutory Framework
- iii Observe each child's progress and report on achievements, looking for progression and continuity. Through a 'Key Person' scheme, take a special interest in a specified number of children. Where appropriate, consult a supervisor / SENCo with concerns regarding the needs of specific children.
- iv Contribute to, and follow a programme of activities, suitable for the age range of the children, following the guidelines for the implementation of the Early Years Foundation Stage and Development Matters, where appropriate.
- v Supervise meals and refreshments as appropriate to the children's needs.
- vi Ensure, on a day-to-day basis, the rooms are cleaned and kept tidy in accordance with the setting policies and procedures.
- vii Attend parent review meetings; be involved in fundraising events and assist with the promotion of the setting as required.
- viii Maintain a clear understanding of the Council's procedures concerning child protection and ensure that staff are aware of these and carry them out.
- ix Act in accordance with the equal opportunities policy and undertake the duties as required.

**Person specification**

**QUALIFICATIONS**

- Minimum NVQ Level 3 qualification in childcare (eg: NVQ III) or other comparable qualification
- A current valid First Aid Certificate is desirable
- Good standard of general education

**KNOWLEDGE**

- Knowledge of the Children Act 1989
- Knowledge of Development Matters

- Understanding of equal opportunities and anti-discriminatory practice, with particular reference to services for children and families
- Awareness of child protection issues and procedures
- Awareness and understanding of OFSTED inspection criteria
- An awareness of health and safety legislation is desirable

**EXPERIENCE**

- Minimum of one years post qualifying experience involving children aged between 3 months and 5 years

**SKILLS**

- Good communications skills (oral and written)
- An empathy with young children
- Ability to work as a dependable member of a team, developing positive contacts with colleagues, children, their parents, and outside agencies

**PERSONAL QUALITIES**

- The aspiration for excellence in childcare and early years education services and the commitment to act accordingly
- A dedication to equal opportunities in service delivery
- Commitment to attend staff meetings and training sessions as required
- A wish to keep abreast of current developments and best practice, and to implement change accordingly
- A clear disciplinary record

**Supervision and management**

The post holder will report directly to the Assistant Headteacher and Lead Early Years Teacher

**Job context**

The post holder will maintain excellent contacts with officers and staff within the Bligh Federation, and the early years and childcare service

**Financial accountabilities**

None

**Working environment**

The post holder will be based at the Bligh Federation and to travel to other parts of Medway and elsewhere as required e.g. for training purposes.

**NOTE:**

**The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder. This job description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the post holder. It does not form part of the contract of employment.**

**Signed..... Signed.....**

**Dated..... Dated.....**