



Nursery Officer (Qualified)

Job Description

Grade: GR2

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

2. Key Responsibilities

- 2.1 Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being
- 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 Support children with special needs (if appropriate to the focus of the role)
 - 2.4.1 Sensory and/or physical impairment
 - 2.4.2 Cognition or learning difficulties
 - 2.4.3 Behavioural, emotional and social development needs
 - 2.4.4 Communication and interaction difficulties
 - 2.4.5 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

- 2.5 Show commitment to working with families and ensure that each child/family reaches their optimum potential
- 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 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
2. Left to work within establishment guidelines subject to scrutiny by supervisor

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
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	NVQ Level 3 qualification	AF/C
	Good numeracy and literacy skills	AF/I
	Good ICT skills	AF/I
Experience Relevant work and other experience	Experience of working with children in Early Years	AF/I
	Some experience of using ICT effectively	AF/I
	Knowledge of the Early Years Foundation Stage and codes of practice/legislation	AF/I
Skills & Ability 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 Part 7 of the Immigration Act 2016	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

	The ability to manage behaviour effectively	AF/I
	The ability to implement assessment for learning under the guidance of the teacher	AF/I
	Show initiative and work independently	AF/I
Training		
Other		

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