

JOB DESCRIPTION

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| Designation: | Nursery Nurse & After School Club Lead | Grade: | Scale 5 (Level 3 qualified) |
| Reports to (Designation): | Head Teacher | School: | Chelwood Nursery School |

Main Purpose of the job:

Under the direction of the Headteacher;

- Work across the school to support teams to deliver the Early Years Foundation Stage Curriculum.
 - Supervise the day to day organisation and operation of Chelwood's After School Club.
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Summary of Responsibilities and Personal Duties

Responsibilities:

1. Encouraging, supporting and engaging with children in play that is emotionally, intellectually, physically and socially challenging.
2. facilitating and enabling children's development, both inside and outside, through appropriate levels of support and interaction
3. support and facilitate appropriate learning experiences that will promote the physical, social, emotional, cultural, spiritual, moral and cognitive development of each individual child, inside and out
4. observing children's play and interactions and contributing to their written records according to the policy of the school

In addition

Responsibilities in relation to after school care (After School Club):

5. Ensuring the delivery of developmentally appropriate play opportunities in a safe and caring environment to meet the needs of the children in the group.
6. Supervising of early years After School Club Assistant.
7. Carrying out the day-to-day administration of the provision: coordination of food ordering and meal preparation, ensuring individual dietary requirements are met.
8. Preparation/packing away of materials and equipment.
9. Organising an appropriate range of activities to meet individual needs after a busy day at nursery.
10. Administering paediatric first aid as appropriate and ensuring that any injury or sickness is reported following the school's first aid/accident arrangements.

11. Building partnerships with parents to support the emotional wellbeing of their children.
12. Carrying out all responsibilities and activities within Chelwood's equal opportunities framework.
13. Implementing Chelwood's policies including safeguarding procedures and behaviour management.
14. Taking responsibility for ensuring all children are received safely into the service and collected by an appropriate adult at the end of sessions.
15. Checking all resources are cleaned and put away at the end of the session.
16. Maintaining administrative records in liaison with the School's Business Manager.
17. Taking responsibility for the health, safety and welfare of children attending the After School Club, including completing appropriate risk assessments guided by senior leadership team.
18. Carrying out the duties of the post with due regard to the school's relevant codes, policies and procedures.

All employees are required to participate in the performance review and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to adapting the duties of this post for a disabled post-holder.

Number of fully managed staff:

Title: Early Years Teaching Assistant Grade: Scale 3 No of posts: 1

PERSON SPECIFICATION

JOB TITLE: Nursery Nurse & After School Club Lead

POST NO: 1

DEPARTMENT: Chelwood Nursery School

GRADE: Scale 5 (Level 3 Qualification)

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

CATEGORY 1 - JOB RELATED KNOWLEDGE/APTITUDE/SKILLS

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|---|----------|
| E = essential D= Desirable | |
| KNOWLEDGE | |
| 1. An understanding of the role of an early years educator /nursery nurse in a nursery school. | E |
| 2. An understanding of child development and play in children's learning and a working knowledge of the requirements of the Early Years Foundation Stage. | E |
| 3. An understanding of the importance of teamwork. | E |
| 4. An understanding and commitment to the safeguarding of children and their well-being | E |
| APTITUDE | |
| 5. An ability to work collaboratively as part of team. | E |
| 6. An ability to assist in the organisation and management of a nursery learning environment. | E |
| 7. An ability to work as part of the school's daily organisation plan and rota system. | E |
| 8. An ability to be flexible and receptive to change. | E |
| SKILLS | |
| 9. An ability to communicate effectively with children and adults | E |
| 10. An ability to communicate effectively both orally and in writing | E |
| 11. An ability to acquire new skills and undertake further training when necessary | E |

| EXPERIENCE | |
|---|----------|
| 12. Expertise in the nursery age range. | E |
| 13. Experience of meeting the practical needs of children in the EYFS age range. | E |
| GENERAL EDUCATION | |
| 14. Good numeracy and literacy skills. (GCSE or equivalent) | E |
| 15. Level 3 or equivalent qualification recognised by the CWDC for working with children within the EYFS | E |
| 16. Paediatric First Aid certificate | E |
| PERSONAL QUALITIES. | |
| 17. Good interpersonal skills | |
| 18. A commitment to good early years practice, and to working in partnership with parents and other adults. | E |
| 19. A commitment to working with children in an urban multi-cultural and multi-faith community. | E |
| 20. To be flexible, and adaptable and able to remain calm under pressure | E |
| 21. To be supportive and approachable to children, families and other adults | E |
| 22. A willingness to use ICT to support children's learning | D |
| 23. Resilience and a positive attitude to change | E |
| 24. Ability to remain calm and measured at all times | E |
| 25. Demonstrate a creative approach to problem-solving | E |
| CIRCUMSTANCES | |
| 26. To be available for the hours of 12:30 – 17:45 during school term time, or as an agreed job share that equates to a full time position. | E |
| EQUAL OPPORTUNITIES | |
| 27. A commitment to implement the Council's Equal Opportunities Policy. | E |
| 28. An awareness of Equal Opportunities issues. | E |
| 29. An understanding of the implications of Equal Opportunities Policy in relation to this post. | E |

DBS Disclosure Required? **No** **Basic** **Enhanced** **Yes**

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post