



Job Description

Job Title: Nursery Officer

Salary: £

Location: Lime Tree Nursery

The nursery caters for children from 0 to 4 years 11 months old and operates from 8:00am to 6:00pm Monday to Friday, all year round.

Ensuring that you work within the Early Years Foundation Stage Framework and the Lime Tree Nursery Safeguarding Policies and guidelines set out by Birmingham Safeguarding Children's Board.

Ensuring that all children attending the setting receives high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs.

1.0 JOB PURPOSE

- 1.1** To provide high quality care and early years learning experiences for children between the ages of 0 to 4 years 11 months
- 1.2** To provide support to the staff team, ensuring that the team works and operates at optimum level
- 1.3** To assist in the promotion of a safe, caring, respectful and inclusive environment
- 1.4** To ensure compliance with all nursery policies and procedure and government legislations – Ofsted

2.0 Main duties and responsibilities:

2.1 Leadership and Supervision

Support, induct and mentor allocated students or volunteers, ensuring that all individuals adhere to the nursery's policies and procedures

3.0 Childcare and Education

- 3.1** To act as key person for a group of children – observing, recording and assessing their progress and planning through the use of observation records.
- 3.2** Provide high standards of quality within the nursery including the environment, resources and experiences offered to children.
- 3.3** Observe, support and extend children's learning.
- 3.4** Plan appropriately for children using the Early Years Foundation Stage (EYFS) curriculum.
- 3.5** Maintain accurate and effective children's records.
- 3.6** Work in partnership with parents/carers and other family members.
- 3.7** Demonstrate good practice with regard to special educational needs aspects and inclusion.
- 3.8** Work with the Early Years team to continuously improve quality of childcare and education.
- 3.9** Ensure that children are kept safe and that all Safeguarding/Child Protection Procedures are followed accordingly

- 3.10** Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with when preparing meals and snacks
- 3.11** Learn about current developments in childcare and education policy and practice
- 3.12** Be a key person carrying out all related responsibilities in building relationships with a group of children and their families.
- 3.13** To develop high quality interactions with children, to build on and extend their thinking and learning.
- 3.14** To help children acquire self-help skills including washing hands, feeding, dressing, toileting and personal hygiene.

4.0 Health and Safety

- 4.1** To fully comply with the health and safety Policies and Procedures
- 4.2** Undertake a shared responsibility for health, safety and cleanliness throughout the nursery
- 4.3** Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.
- 4.4** Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children
- 4.5** To share in the responsibility for safeguarding and promoting the welfare of all children within the nursery
- 4.6** To report and record all accidents and incidents appropriately in the accident books/forms and information relayed to senior staff, and then to parents.
- 4.7** Ensuring the premises and the environment are safe, clean, tidy and well maintained
- 4.8** Completion of daily risk assessments (and throughout the day) and appropriate action taken.

5.0 Communication

- 5.1** To build and maintain excellent relationships with parents/carers by ensuring regular quality communication.
- 5.2** To communicate with children, parents and the staff team in a polite and courteous manner at all times.
- 5.3** To attend and participate in staff meetings, parent and nursery events.
- 5.4** Report all maintenance requirements to senior staff to ensure their immediate attention.
- 5.5** To work effectively with the staff team, management and other professionals to ensure the smooth running of the provision and a consistent professional work approach across the nursery staff.
- 5.6** Assist and promote parental partnership and involvement.
- 5.7** Work with other professionals, such as area SENCOs, EYFS advisors, health professionals and local Children Centre programmes as appropriate.

6.0 Parent Partnerships

- 6.1** To liaise with parents and to encourage their involvement in all aspects of the nursery and their child's care.
- 6.2** To encourage positive relationships between staff and parents, ensuring that an effective exchange of information is present in daily interactions.
- 6.3** To value parental contributions to the care of all children.
- 6.4** To recognise the importance of the role parents play in early education and that their continued involvement is crucial to successful learning.
- 6.5** To assist and actively support the settings parent group at fundraising and special events.

7.0 Equal Opportunities

- 7.1 To implement the nursery's equality of opportunity policy at all times.
- 7.2 To respect all individuals and show full consideration in line with the nursery's code of conduct and equal opportunities policy.
- 7.3 To assist in the provision of a high quality environment that is inclusive to all and meets the needs of individual children from differing cultures, religious backgrounds and their respective stages of development.
- 7.4 To ensure that the nursery setting reflects the identity of the local community and the children/families attending the nursery.

8.0 General Tasks

- 8.1 To respect confidentiality within the setting at all times
- 8.2 To carry out any other relevant additional duties as required
- 8.3 Assist in carrying out daily risk assessment checks
- 8.4 Ensure food hygiene standards are being maintained
- 8.5 Ensure security of the children and premises are upheld
- 8.6 Be responsible for participating in all self-development activities including appraisals, supervisions and training.
- 8.7 Undertake any other duties as reasonably requested by line management

The duties and responsibilities listed above form part of the contract of employment and describe the post as it is at the present time. Lime Tree Nursery reserve the right to change the duties and responsibilities above and the post holder is expected to accept any reasonable alterations that from time to time may be necessary.

Lime Tree Nursery
Education Impact Academy Trust
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Tel: 0121 809 2555

Person Specification – Nursery Officer

The information below lists the skills and qualifications required for the Nursery Practitioner Job role.

Criteria	Essential	M.O.A
Relevant Experiences	<p>Experience of working in an EYFS setting</p> <p>Experience of working with children 1-2 years</p> <p>Working in partnership with parents and alongside other agencies.</p> <p>Providing care and education to children from a wide range of backgrounds, including those with special educational needs</p> <p>Experience of supervising students and volunteers</p> <p>Take a lead role in the absence of the room leader</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>Desirable</p>
Education & Training	<p>Essential</p> <p>Early Years qualification such as CACHE Diploma in Child Care and Education, NVQ Level 3 in Children's Care, NNEB, or equivalent.</p> <p>Ability to speak another language</p> <p>First Aid certified</p> <p>Basic Food Hygiene certified</p> <p>Basic health and safety certified</p> <p>Evidence of commitment to ongoing personal and professional development</p>	<p>AF/I</p> <p>Desirable</p> <p>AF/I</p>
General and Special Knowledge	<p>Essential</p> <p>Knowledge of the Early Years Foundation Stage, Ofsted regulations and inspection criteria</p> <p>Demonstrate an awareness of current knowledge in developments in early years.</p> <p>Have an awareness of Health & Safety legislation and Equal Opportunities</p> <p>Excellent understanding of the needs of young children</p> <p>Knowledge and understanding of safeguarding children procedures</p> <p>An understanding of a play based approach to children's learning and development</p> <p>Desirable</p> <p>Ofsted expectations and the inspection process</p> <p>Have the ability of keeping up to date with the changing legislation and practises</p> <p>Ability to support trainees with their induction and qualifications</p> <p>In-depth knowledge/expertise of one or more areas of learning, e.g. speech and language development, meeting children's emotional needs etc</p>	<p>AF/I</p> <p>AF/I</p>
Skills and Abilities	<p>Essential</p> <p>A good role model, demonstrating a professional attitude and manner</p> <p>Good ICT skills, specifically Microsoft Outlook, Word, Access and Excel</p> <p>Have excellent organisational and time management skills</p> <p>Be able to work under pressure and without supervision</p>	<p>AF/I</p> <p>AF/I</p>

	<p>Have the ability to ensure the delivery of high quality care and education</p> <p>The ability to problem solve and resolve to a satisfactory outcome</p> <p>Ability to carry out systems for monitoring a child's development, including record keeping and report writing</p> <p>Ability to develop good working relationships with parents and other service providers (multi-agency approach)</p> <p>Ability to co-operate and adhere to health and safety policy, practices and instructions</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Interpersonal Skills	<p>A confident and sensitive communicator with adults and children in written and verbal form</p> <p>Be able to work as part of a team</p> <p>Sensitive, polite and friendly</p> <p>Flexible and creative approach to problem solving</p> <p>Positive and constructive</p> <p>Approachable, reliable and conscientious</p> <p>Good listener</p> <p>Resilient and assertive</p> <p>Be honest, reliable and flexible</p> <p>Can use own initiative</p> <p>Highly Vigilant</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>