JOB DESCRIPTION

SCHOOL
Adel Primary School

POST TITLE	**POST REFERENCE NUMBER**	**GRADE**
Nursery Officer		B3

POST(S) TO WHICH DIRECTLY RESPONSIBLE
Early Years Leader, Headteacher

POST(S) FOR WHICH DIRECTLY RESPONSIBLE
None

PURPOSE OF JOB

- To provide a stimulating and effective curriculum which will enhance children's emotional, social, physical and intellectual development.
- To provide high quality care that meets professional inspection standards.

RESPONSIBILITIES

1. To provide high quality care for children and families
2. To provide a broad and balanced curriculum that will meet the requirements of relevant National and Local standards.
3. To contribute to and follow SEN plans for children with special educational needs (SEN).
4. Observe, monitor and maintain written records to ensure children's developmental progress.
5. To liaise with parents and other professionals.
6. To maintain client confidentiality
7. Work closely with the school and prepare reports that will assist in the children's smooth transition.
8. To report any injury or accident ensuring that health and safety of the individual is maintained.
9. To follow and comply with Area Child Protection Committee (ACPC) guidelines and the schools Child Protection policy.
10. To support to supervise student placements.
11. To support the successful admission and transition for children and families, including conducting home visits.
12. To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments
13. To comply with the requirements of all policies, procedures and staff instructions.
14. To actively promote and support policies on Equal Opportunities and to ensure the nursery functions in an anti-oppressive and non-discriminatory manner.
15. To take responsibility for the securing of the building and resources if required
16. To assist in providing professional support on issues relating to child protection to parents and outside agencies
17. To take responsibility for a group of children during any building evacuation.
18. To manage student placements and prepare, present accurate and concise reports to the manager

or college tutors.

19. To undertake other duties commensurate to the post and grade as required by the Department.

20. To undertake the accountabilities of the post in accordance with Council policies including the Equal Opportunities and Health and Safety policies.

RELATIONSHIPS

The promotion of positive relationships of trust and care are considered a priority. The post-holder will work as part of a team, and will maintain a close working relationship with other colleagues, parents, children and other agencies in the promotion of good child care.

PHYSICAL CONDITIONS

The school operates a non-smoking policy. There will be regular lifting and handling of children and equipment required.

SOCIAL CONDITIONS

Annual Leave: This working time for this post is 'Term Time Only' (plus xx days). The salary paid is based on 'All Year Round' working. Annual Leave and Bank Holiday entitlements are thus provided for during the periods of school holidays.

Hours of Work: 32.5 hours per week is full time. This post is part time for xx hours per week.

ECONOMIC CONDITIONS

Grade: Sc3/4

Conditions of Service: The collective agreements negotiated from time to time as part of the NJC 'National Agreement on Pay and Conditions of Service' for Local Government Services as adopted or amended by the City Council

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PROSPECTS

Promotion

The postholder is eligible to apply for other posts throughout the authority. All posts are advertised in the " Vacancies" bulletin, which is available to all staff.

Training

All staff are expected to maintain a current awareness of professional and service issues and to be responsible for their own development.

Opportunities for further training and development will be made available to all staff.

QUALIFICATIONS

You will hold a relevant qualification either NNEB or B TEC nursery nursing, CACHE diploma in Childcare and Education, NVQ Guidance and Educational Level 3 or above, B Ed. Early years appropriate qualification and at least two years post qualifying experience.

Job Description Prepared / Reviewed by: **Date:**

Job Description Approved by **Date:**

EMPLOYEE SPECIFICATION: Nursery Officer LLE26 DG3

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Able to communicate with a wide range of people individually, in groups and at all appropriate levels	*		A/I
Able to motivate children and sustain their interest in play activities	*		A/I
Able to contribute to the team	*		A/I
Able to make a contribution when dealing with other people	*		A/I
Able to plan effectively to support Children's learning	*		A/I
Able to prepare and present written reports to support children's development and well being	*		A/I
Able to demonstrate the ability to problem solve.	*		A/I
Able to offer support to children and families in a multi-cultural environment	*		A/I
Able to work in a responsive partnership with parents and carers.	*		A/I
Able to develop a sensitive approach to the care of families in a multi cultural environment	*		A/I
Able to identify and manage risk and consequences through assessment and appropriate action	*		A/I
Able to supervise students	*		A/I
Able to take and accept instruction	*		A/I
Able to use ICT		*	A/I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Posses the relevant Professional qualification: CACHE Diploma in Childcare and Education, NNEB or B.Tec Nursery Nurse NVQ Level 3, B Ed Early Years or equivalent.	*		A
Knowledge of current knowledge of ACPC Procedures, and their role and responsibility in their implementation.	*		A/I
Knowledge of 1989 Children's Act, National Day Care Standards and OfSTED's Educational requirements	*		A/I
Knowledge of a range of factors which create stress for children and families.	*		A/I
Knowledge of guidance documents which support the development of young children's learning.	*		A/I
Knowledge of the future of childcare services nationally and locally		*	A/I

EXPERIENCE	Ess	Des	MOA
Experience of professional employment in work with young children and families.			

Experience of working in partnership with other agencies.	*		**A/I**
Experience of working in close partnership with carers.	*		**A/I**
Two years post qualification experience	*		**A/I**
Experience of professional employment in work with young children and families, preferably in a nursery environment.	*		**A**
Experience of working with Child Protection		*	**A/I**
Experience of supervising others		*	**A/I**

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		**A/I**
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		**A/I**
Commitment to Continuous professional development	*		**A/I**
Commitment to take responsibility for one's own actions	*		**A/I**
Commitment to ensure the nursery functions in an anti oppressive manner	*		**A/I**
Commitment to client confidentiality	*		**A/I**
Willing to have a flexible working approach to the nursery		*	**A/I**

METHOD OF ASSESSMENT(MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate