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| **Job Title: Nursery Officer**  **School: Adel Primary School** Pay Range: B3 **Responsible to: Headteacher** |

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| **Post(s) for which directly responsible**  None |

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| **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. |

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| **Responsibilities**   * To play an active role in the safeguarding of all children and contribute to child protection practice as required * To provide high quality care for children and their families * To work alongside the class teacher to provide a broad and balanced Early Years Foundation Stage (EYFS) curriculum that will meet the requirements of relevant National and Local standards. * To work alongside the class teacher to identify pupils who have special educational needs and know where to get help in order to give positive and targeted support. To implement and keep records on Special Educational Needs Support Plans and individual provision maps. * Observe, monitor and maintain written records to ensure children’s developmental progress * To maintain client confidentiality. * To liaise with the class teacher and support with preparing reports that will assist in the children’s smooth transition * To report any injury or accident ensuring that Health and Safety of the individual is maintained. * To report any suspicious or suspected non-accidental injury complying with Departmental Child Protection procedures in line with Area Child Protection Committee (ACPC) guidelines * To support parents and families in the successful admission and transition of their children * To comply with the requirements of all Leeds City Council and Departmental policies, procedures and staff instructions * To actively promote and support Leeds City Councils and Departmental Policies on Equal Opportunities and to ensure the nursery functions in an anti-oppressive manner.   .   * To take responsibility for a group of children during any building evacuation. * To undertake other duties commensurate to the post and grade as required by the School * To undertake the accountabilities of the post in accordance with Council policies including the Equal Opportunities and Health and Safety policies. * The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post. |

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| **Relationships**  The postholder will be required to work flexibly to deliver an efficient Service.  There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers. |

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| Physical Conditions The post is currently based at Adel Primary School, Tile Lane, Leeds, LS16 8DY  **Requirements**  There may be a need to occasionally work outside of school hours and off school premises, as required by the school. There will be regular lifting and handling of children and equipment required.  This post is subject to an enhanced Disclose and Barring Service check.  The school operates a non-smoking policy. |
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| **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. |

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| **Prospects**  **Promotion**  Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.  **Training**  The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |

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| **Job Description Prepared / Reviewed by:** | Amy Roberts | **Date:** | 5/6/24 |
| **Job Description Approved by:** | Julie Cordingley | **Date:** | 5/6/24 |

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| **Economic conditions** | |
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| Grade: | B3 |
| Annual Leave: | |  | | --- | | Term time only working (plus 1days) | |
| Hours: | **32.5** hours per week |
| Conditions of Service: | NJC Conditions apply |

EMPLOYEE SPECIFICATION:

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.

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| SKILLS | Ess | Des | MOA |
| Able to communicate with a wide range of people individually, in groups and at all appropriate levels | \* |  |  |
| Able to motivate children and sustain their interest in play activities | \* |  |  |
| Able to contribute to the team | \* |  |  |
| Able to plan effectively to support children’s learning | \* |  |  |
| Able to offer positive support for children’s development and well being. | \* |  |  |
| Able to offer support to children and families in a culturally sensitive, positive and non-judgemental way | \* |  |  |
| Able to work in a responsive partnership with parents and carers | \* |  |  |
| Able to complete risk assessments for activities conducted indoors and outdoors | \* |  |  |
| Able to take and accept instructions | \* |  |  |
| Able to use ICT |  | \* |  |

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| KNOWLEDGE/QUALIFICATIONS | Ess | Des | MOA |
| Possess the relevant Professional qualification: CACHE Diploma in Childcare and Education, NNEB or BTEC Nursery Nurse NVQ Level 3, B Ed Early Years or equivalent | \* |  |  |
| Current knowledge of Child Protection and their role and responsibility in the protection of children | \* |  |  |
| Knowledge of 2004 Children’s Act, National Day Care Standards 2003 | \* |  |  |
| Knowledge of a range of factors which create stress for children and families. | \* |  |  |
| Knowledge of guidance documents which support the development of young children’s learning, Foundation Stage profile, Birth to Three Matters | \* |  |  |
| Knowledge of the SEN code of practice |  | \* |  |
| Knowledge of the future of childcare services nationally and locally |  | \* |  |

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| EXPERIENCE | Ess | Des | MOA |
| Experience of professional employment in work with young children and families | \* |  |  |
| Experience of working in partnership with other agencies |  | \* |  |
| Experience of working in close partnership with parents and carers | \* |  |  |
| Experience of professional employment in work with young children and families, preferably in a nursery environment |  | \* |  |
| Experience of working with Child Protection |  | \* |  |
| Experience of supervising others |  | \* |  |

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| 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. | \* |  | I |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies | \* |  | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | \* |  | I |
| An ability to respect sensitive and confidential work. | \* |  | I |
| Commitment to own personal development and learning. | \* |  | I |

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