



Nursery Officer Job Description

Job Title: Nursery Officer (6 months fixed term)

Hours: 16 hours

Salary: Competitive rates of pay

Responsible to: Nursery Manager

Job purpose: To care for children from 6 weeks to 5 years in a nursery setting promoting learning through play in a safe, welcoming and happy environment.

DBS Status: An enhanced DBS check is required.

Duties and Responsibilities

Maintain High Quality Relationships

- To engage with children through positive verbal and non-verbal communications, making effective relationships with key children
- To provide personal care including changing nappies/toileting and assisting with mealtimes
- To work in partnership with parents encouraging a two-way information sharing process to maximise their child's nursery experience.
- Enable parents and carers to support their children's learning and development from home to improve the outcomes for children
- To warmly welcome and engage with potential parents to promote the setting, sharing its ethos and values

Deliver High Quality Education and Practice

- To promote child development across all areas of the EYFS in a caring and secure way
- To plan and facilitate a varied choice of child led and adult initiated activities, promoting all areas of child development for individual children's learning and care needs
- To monitor and evaluate children's learning through a range of assessment and monitoring strategies including using Tapestry (an online Learning Journal recording system)
- To ensure the provision of a high-quality environment to stimulate, engage and motivate all children

- To promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting
- To promote and model positive behaviour and attitudes
- To be a reflective practitioner, evaluating practice and adopting new and improved ways of working where necessary in collaboration with line manager
- To adhere to the policies and procedures of the setting of those both internal and as set by external bodies such as Ofsted.

Health & Safety

- To carry out duties with full regard to the settings Health and Safety procedures to ensure own safety and that of children, other staff and visitors.
- Be responsible for identifying and responding to issues regarding health and safety following the correct internal procedures
- Carry out risk assessments including dynamic risk assessments, to ensure safety at all times.
- Maintain concise records to contribute to the health and safety recording and monitoring

Safeguarding

- Work in accordance with the Safeguarding and Child Protection policies and procedures of the setting.
- Have a sound knowledge and clear understanding of potential risks and harm to children and what to do in order to protect them
- To maintain a safe environment and employ practices that promote children's health, safety and physical, mental and emotional well-being
- Ensuring policies on security and safety are adhered to at all times

Be an Effective Team Member

- To work with other team members using a range of effective communications to ensure a high quality service is given at all times.
- To contribute to the development of policies and practices of the setting and share in collective responsibility for their implementation
- To liaise with external agencies to implement agreed programs and strategies to ensure individual learner progress and development
- To be involved in out of working hours activities i.e. staff meetings, seasonal events and activities
- To improve and develop own practice by identifying training opportunities including personal study, coaching, on-line courses, and off-site training programs as agreed with line manger
- Support the development of co-workers by sharing information, good practice and ideas.
- To attend and represent promotional events on an ad hoc basis.

Knowledge and Skills

	Essential	Desirable
Experience and Skills	<ul style="list-style-type: none"> / One year's experience of working in a similar role / Training in Paediatric First Aid for young children / Excellent customer service skills / Good interpersonal skills 	
Knowledge	<ul style="list-style-type: none"> / Detailed knowledge and understanding of Ofsted Standards and EYFS 	<ul style="list-style-type: none"> / Child protection / Baby development training
Qualifications	<ul style="list-style-type: none"> / A relevant childcare qualification, Level 3 or equivalent in line with Ofsted requirements 	<ul style="list-style-type: none"> / SEN training. / Food Hygiene certificate
Personal qualities	<ul style="list-style-type: none"> / Empathetic / Positive / Resourceful / Patient / Creative / Pro-active 	