Greenfields Nursery School and Children’s Centre
Job Description

Post: Nursery Officer
Responsible to: Headteacher
Reporting to: Deputy Headteacher – Curriculum and Inclusion
Grade: 7

Main purpose of the post

- To work as part of a multi disciplinary team in a positive and pro active way to ensure the provision of high quality care and education for all children in the Centre, in the context of a listening to children culture.
- To work with the nursery team to plan an inspiring and creative curriculum in line with the EYFS.
- During the short term absence of the class teacher, nursery officers may be required to supervise the children and to continue to deliver a high quality provision during this time.
- To promote an inclusive learning environment where all children have equal opportunities to learn and develop.
- To devise and implement programmes for families such as, cooking workshops, parenting programmes and Makaton groups.
- To be responsible for promoting and safeguarding the welfare of children and families within the Centre.

Duties and Responsibilities:

1. To provide support for children’s emotional and social needs by encouraging and modelling positive behaviour in line with Centre policy.
2. To support children with special educational needs and disabilities through the delivery of specific programmes and to set and review targets for IEP’s in collaboration with the Senco.
3. To work closely with other team members in the planning, development and delivery of all areas of the curriculum in line with requirements of the EYFS.
4. As required, to set up activities indoor and outdoor, ensuring that resources and equipment are available and cleared away at the end of the sessions as appropriate.
5. To take on the role of a keyworker by actively taking part in:
   a. Observing, assessing, recording and reporting on the progress and achievements of each child in your keyworker group through systems set up by the Headteacher.
   b. Planning and evaluating to meet children’s needs and interests.
   c. Working with the team to ensure a smooth transition from home to Centre and between rooms.
   d. To be responsible for maintaining case files for children and families with particular needs.
   e. To prepare reports and participate in child protection meetings, eg, case conferences or court appearances as required.
   f. To prepare reports and participate in multi-agency review meetings, including Education, Health and Care Plans (EHCP).
6. Displaying the children’s work to draw attention to and celebrate their achievements.
7. To attend to the holistic needs of children, for example, changing clothes and nappies, feeding and toileting and including helping children who are unwell, distressed or unsettled.
8. To observe, monitor and evaluate all children’s responses to learning activities through a range of assessment and monitoring strategies determined by the Headteacher.

9. To work in partnership with parents, including daily informal contact, home visits, curriculum events, celebrations of festivals, social events and parent’s consultations etc.

10. To deliver programmes, such as parenting courses for parents and members of the community.

11. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security. SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.

12. To attend relevant meetings and participate in training opportunities and professional development as required.

13. To accompany children on visits, trips and out of school activities as required within contracted hours and to take responsibility for children.

14. To undertake regular accredited first aid training and to administer basic first aid.

15. To assist in the training and development of staff.

16. To adhere to the Centre health and safety policy including risk assessments.

17. To adhere to the Centre policy on equality, diversity and inclusion.

18. To adhere to the Centre code of conduct policy at all times.

19. Promote the positive and inspiring ethos of the Centre.

20. To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

Signatures

Headteacher: _____________________________ Post holder: _____________________________

Date: _____________________________ Date: _____________________________
Greenfields Nursery School and Children’s Centre
Person Specification
Nursery Officer

This person specification lists the essential requirements needed in order to carry out the above post in the Centre.

Applicants will be short listed solely on them meeting these requirements.

**Essential requirements**

**Qualifications and Experience**

1. NNEB Certificate, NVQ childcare level 3, CACHE or equivalent
2. Very good numeracy and literacy skills
3. At least two years’ experience working with children in a nursery

**Knowledge skills and abilities**

4. A working knowledge and sound understanding of the Early Years Foundation Stage and the ability to deliver in an exciting and stimulating way in a rich learning environment.
5. Knowledge and understanding of the planning and assessment process to meet the needs of young children as well as the ability to document their progress regularly.
6. Knowledge and understanding of the principles of child development and the needs of young children.
7. An understanding of the support required for children with special educational needs and their individual educational plans.
8. An understanding and awareness of supporting children from ethnic minority families and children with English as an additional language.
9. The ability to promote and safeguard the welfare of children and families within the Centre.
10. The ability to promote equal opportunities and diversity in an inclusive community.
11. An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations.
12. The ability to relate easily to children, parents and outside agencies.
13. The ability to work as part of a multi-disciplinary team.
14. The ability to communicate clearly both orally and in writing, including report writing, observation and assessment of children and meetings with parents and outside agencies.
15. Knowledge of current developments and legislation related to the early years curriculum.
16. The ability to manage own time and work effectively to meet deadlines.
17. Ability and willingness to identify own training needs and participate in training and evaluate own learning.
18. A commitment to continued staff training and professional development.
19. A commitment to the aims, ethos and values of the Centre.