

## Job Description – Nursery Officer

### Purpose of post

- To adhere to the Policies & Procedures of Smisby Day Nursery Ltd and compliance with the Children Act, Health and Safety legislation and within the guidelines of OfSTED and the National Standards
- To provide a high standard of care for children placed in the Nursery in a way that meets their physical, social, emotional, intellectual and developmental needs in a non-sexist and non-racist manner
- To give support to all other personnel within the Nursery
- To implement the daily routine in the base room

### Duties and Responsibilities

- To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the Nursery Manager and room leaders and other staff including students
- To have a full understanding of the nursery systems of record keeping and keep records of the children's development, using the nursery key worker system
- To assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, which encourage independence, self motivation and eagerness to learn
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, stages of development and additional needs children to achieve full integration in the Nursery
- To be familiar with the National Standards and Ofsted guidelines and recommendations of good practice and to assist in their implementation
- To keep to OFSTED requirements incorporating Every Child Matters, the Early Learning Goals and Birth to Three matters in the daily curriculum
- To be familiar with the Common Assessment Framework (CAF)
- To liaise with parents and encourage their involvement in the aims of the nursery and in all aspects of their children's care
- To assist in the daily domestic management of the nursery, including ensuring that the nursery is kept safe, secure and clean at all times
- To be flexible within working practices of the Nursery. Be prepared to help where needed, including certain domestic jobs within the Nursery, eg. Preparation of snack meals, cleaning of equipment etc.
- To respect the confidentiality of information received
- To be aware of the high profile of the Nursery and to uphold it's standards at all times
- To provide a good role model for Nursery Assistants and Students and helping new staff to fit into the nursery
- To assist in the supervision, training and effective mentoring of Nursery Assistants and Students

- To be involved in out of working hours activities, eg. Training, Staff meetings, Christmas parties etc.
- Laundry duties
- Any other duties appropriate to the post as directed by a Senior staff member or Director

### **Specific Child Care Tasks**

- To help children with feeding, changing clothes, toileting etc
- Maintain hygienic standards at all times
- Providing comfort and warmth to a poorly child
- To ensure that mealtimes are a time of pleasant social sharing
- To report any signs of illness, neglect or apparently non-accidental injury
- Ensure each child is collected in accordance with the collection procedure
- Recording accidents on the appropriate form ensuring the Senior Nursery Officer has initialled the report before the parent receives it

### **Responsible to:**

Senior Nursery Officer / Deputy Officer in Charge / Officer in Charge / Directors

### **Attributes**

- Caring
- Flexible
- Reliable
- Enthusiastic
- Team player
- Sense of humour