



CLEGWELL & HARTLEYBURN CIO

JOB DESCRIPTION

POST TITLE: Nursery Officer - Red Roof Nursery (Term Time) Fixed Sept 24 - July 25

GRADE: Band 4 £12.36

RESPONSIBLE TO: Red Roof Nursery Manager / Deputy Manager

Overall Objectives of the Post:

The post will work in supporting children in an early year's nursery setting. The post will be allocated to specific setting but will be expected to work across the service on occasions if required, across the facilities. The post holder may be required to move settings permanently as dictated by service need.

You will be expected to cover the nursery between the hours of 8.30 am and 3.30 pm, working shifts as appropriate.

Key Tasks of the Post:

1. You will achieve these objectives by:

- Ensuring high quality standards and provision in the day care setting.
- Providing care, guidance and support to the children in the setting.
- Under direction of staff, undertaking activities with individual or groups of children.
- Carrying out observations of children in the setting, keeping accurate records on the child's file.
- Developing positive relationships with children, their parents and carers.
- Promoting the acceptance and inclusion of children with additional needs.
- Supporting in the preparation of food and supporting the children in mealtimes.
- Providing key worker support to children, in particular those with early help support.
- Ensuring that all safeguarding procedures are followed and identify any concerns immediately to the Nursery Manager.
- Keeping daily records of activities undertaken by the children, ensuring files are of a high quality.
- Supporting the centre in achieving an outstanding rating.
- Complying with all the provision policy and procedures.
- Administering first aid and record accidents as necessary.
- Maintaining confidentiality as appropriate.

- Attending staff meetings as required.
- Providing reports that show the achievement of outcomes for individual children.
- Act as Keyholder, opening and closing the facility as required.

Clegwell & Hartleyburn CIO is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JT/SB

Date: 03/03/22