



## **Nursery Officer** **Role Description**

### **About the role**

The post of Nursery Officer is an excellent opportunity to work with children in our college Bright Skies Day Nursery. You will be part of a highly experienced team and contribute to the provision of a stimulating learning environment which enables all children to achieve their full potential.

You will be a key-worker, responsible for children aged 0– 4 and work collaboratively to provide the best care and education to our children.

### **Main Duties**

- To deliver a high standard of physical, emotional, social and intellectual education and care for children placed in Bright Skies Day Nursery
- To ensure the health, safety and wellbeing of all children in the setting
- Safeguarding and promoting the welfare of children

### **Role Objectives**

- To work within the Policies and Procedures laid down by RNN Group and the Bright Skies Day Nursery.
- To provide and work within a fun and stimulating environment while maintaining a high standard of childcare.
- To provide a safe and secure environment for children to play.
- To assist in providing support and model good practice for the children in the setting.
- To develop and maintain good relationships with the children and their families.
- Under the guidance of senior staff, organise an appropriate range of activities, working within the Early Years Foundation Stage curriculum to meet the individual needs of the children.
- Under the guidance of senior staff, to record, keep appropriate records, monitor and evaluate children's development.
- To carry out all responsibilities and activities within an equal opportunities framework.
- To work in partnership with other providers of children's services in the local community.
- To bring enthusiasm and a caring attitude to the setting.

- To provide a high standard of personal care to children in accordance with the wishes of parents/carers.
- To attend meetings and training events relating to the post.
- To participate in the provision of First Aid assistance if required.
- To be responsible for safeguarding and promoting the welfare of students having due regard to the College's Child & Vulnerable Adults Protection Policy.
  - To deliver Letters and Sounds to the children in the room daily and to be able to deliver it at the different phases dependant on the children's ability.
  - To ensure the children are being prepared for starting school by challenging and ensuring they are meeting their next steps within their development.

### **Challenges**

You will need the ability to work under pressure and use your own initiative to meet the needs of the children and team at the nursery.

You will be expected to deal with challenging behaviour in line with our policies and procedures and have confidence to speak to parents and family members, sometimes engaging in difficult conversations.

You will be a reflective practitioner, working on audits and self-evaluation documents to further enhance the provision of the setting.

### **Your role in the department**

You will be part of a small team, reporting to the nursery manager.

You will have the role of key-worker, responsible for the observations and assessments of a group of children. You will be expected to plan exciting and challenging activities for all children ensuring a stimulating environment and be able to think on your feet.

### **Commitment to Safeguarding and Equality and Diversity**

RNN Group places the safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality and Diversity and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Single Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

### **Requirement for flexibility and updating of the role description**

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety and quality assurance.

### **Terms and Conditions – Support Staff**

The terms and conditions for the role are as follows:

Salary: Spine Point 6

Pension: Automatic enrolment to the South Yorkshire Pension Scheme.

Holidays: 22 days pro-rata, plus bank holidays.

### **Data Protection**

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

# Nursery Nurse Role Specification

AF-Application Form    I-Interview    R-Reference    CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of Assessment	Shortlisting Criteria
<b>1. Experience</b>				
• Recent experience of working with children	✓		AF	✓
<b>Qualifications</b>				
• Level 2 Literacy and Numeracy or willingness to undertake	✓		AF, I, CQ	✓
• First Aid Qualification		✓	AF, I, CQ	✓
• Professional Qualification in Childcare to at least Level 3 or willingness to work towards	✓		AF, I, CQ	✓
<b>3. Practical and Intellectual Skills / Knowledge / Abilities</b>				
• Ability to demonstrate flexibility and team working	✓		I, R	
• Able to work in an organised and methodical manner	✓		I, R	✓
• Understanding of all childcare legislation	✓		AF, I	✓
• Understanding of all aspects of Early Years Development and Childcare	✓		AF, I	✓
• Suitability to work with Children	✓		I, R	✓
• Good organisational, communication & administration skills	✓		AF, I, R	✓
• Knowledge and understanding of Early Years Foundation Stage and Welfare and Requirements	✓		AF, I, R	✓
• Good IT skills		✓	AF, I	
<b>4. Disposition / Attitude</b>				
• Flexible and committed approach	✓		AF, I, R	
• Enthusiasm	✓		AF, I, R	
• Pleasant and helpful approach at all times	✓		I, R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I, R	✓
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		AF, I, R	
• Able to work with sensitive information and treat this confidentially in line with the requirements of the Data Protection Act	✓		AF, I, R	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		AF, I	
<b>5. Training</b>				
• Willing to undertake any training connected with the post	✓		AR, I	
<b>6. Physical Make-up</b>				
• No disability which is likely to impact upon the job performance; (that is, any that cannot be accommodated by reasonable adjustments)	✓		I, R	
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		AF, I, R	