

Nursery Officer

Department:	Children, Young People, Education and Skills
Section:	Education
Reports to:	Classroom / Nursery Teacher / Key Stage Manager, Primary and Secondary Schools
JE Ref:	CYP1018
Grade:	TAF06/CS06
Responsible for:	Supporting access to learning for students.

Job purpose

Working closely with the nursery teacher, plan and provide an appropriate curriculum for preschool children, including SEN.

Ensure the effective daily management of the nursery in accordance with the school policies and agreed nursery practice overseeing the operation of the day nursery to the highest standards and ensuring that the best possible environment and care is provided for young children.

To encourage children to treat each other with respect and to follow the school's behaviour policy at all times.

Job specific outcomes

Support the nursery teacher in ensuring the efficient organisation and smooth running of the nursery to ensure the provision of a high quality, safe and welcoming learning environment.

Supervise and be involved with children in planned activities in curriculum areas and be involved with children in play areas and on out of school visits with small groups of children.

Plan, implement and evaluate long, medium and short term planning by attending weekly planned meetings, and being familiar with assessment tools and documents which aid planning (including those with special needs)

Daily observations and assessments of the children, recording the development on a 1:1 basis with a child or an allocated group of children, providing support when delivering the foundation stage curriculum and aiding progression of children, advising the nursery teacher of results.

Care for children with special needs through an individual programme of play and supervision.

Care for sick, injured or distressed children, carrying out first aid and taking appropriate follow up action to ensure the health and safety of the children.

Attend to the childrens personal needs and implement related personal programmes, including social, health, physical, and hygiene and welfare matters.

Work in partnership with parents to ensure a smooth transition from home to nursery, create opportunities for nursery children to prepare for transition for primary schools through contact with infant classes.

Maintain nursery equipment, carrying out tidying and cleaning tasks, in order to ensure high standards of hygiene and general care.

Support the nursery teacher in the day to day management of monies and the nursery budgets, acting as cover for the class in the absence of the teaching on an adhoc basis.

To be responsible for domestic duties, including tidying, cleaning, washing up and laundry within the nursery.

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Numeracy and literacy skills equivalent to Level 2 NVQ level 3 or NNEB or CACHE level (DCE) in childcare. Appropriate First Aid qualification. Specific intervention keyworker training eg live handling and welfare procedures.</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Child Protection training. Awareness of confidentiality and data protection principles. Full working knowledge of relevant policies, codes of practice and awareness of relevant legislation. Working knowledge of curriculum and other relevant learning programmes / strategies. Knowledge of child development and learning.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Training in the relevant strategies eg SEBD literacy and/or in particular curriculum or learning areas eg bilingual, sign language level 1, signed English, and signed supported English, Makaton, Spell 1 and 2, development matters and a commitment to further training relevant to this role.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>		<p>The understanding of the range of support services, agencies, providers and knowledge of their effective use.</p>
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of working with or caring for children of relevant age. Minimum of 2-3 years experience of working with students.</p>	