**BLACKSHAW NURSERY**

**JOB TITLE: Nursery Officer**

**LOCATION: Blackshaw Road, Tooting, London SW17 OQT.**

**RESPONSIBLE TO: The Childcare Co-ordinator, her Deputy, the Nursery Supervisor and the Administrator**

**MAIN OBJECTIVE OF THE POST:** To provide high quality childcare for children aged between 3 months and 5 years, as transmitted by the Childcare Co-ordinator, in conjunction with staff in accordance with nursery policies and procedures and to be aware and understand the needs of the users of the nursery, being responsive in the nursery provision.

**PARTICULAR & GENERAL RESPONSIBILITIES:**

* To be responsible for the care of children aged between 3 months and 5 years
* To meet the daily needs and requirements of the children and nursery at all times
* To promote positive behaviour and good communication with the children to raise their self esteem and confidence
* To recognise the child’s stage of development and to provide stimulating activities which will enable them to develop to their full intellectual, social, physical, emotional and educational potential
* To ensure the children’s environment is kept clean, tidy and safe, ensuring work surfaces and floors are kept clean and dirt free
* To provide a non-racist and non-sexist environment and to ensure that the activities provided take into account the children’s religion, culture, racial origin and linguistic background. To comply with the nursery equal opportunities policy.
* To arrange interesting and educational outings for the children.
* To keep records on the children as necessary
* To promote parental involvement in the nursery and to be prepared to work in partnership with the parent and liaise with parents on their child’s progress/development
* To have responsibility for the health and safety and welfare of self and others and comply at all times with the Health & Safety Policy & Rules.
* To be fully aware of all children’s dietary and medical requirements, which are displayed, and ensure that any medical changes or variations are recorded and communicated appropriately
* To give prescribed medication/appropriate first aid when necessary
* To identify any concerns about or shortcomings in the services provided and report these to the Childcare Co-ordinator, her deputy or the Administrator
* To attend staff meetings and staff supervision appointments and develop professional relationships with the staff team
* To work on a shift basis
* To supervise students and other unqualified workers under the direction of the Childcare Co-ordinator, her Deputy or the Administrator; to keep records of training procedures, make assessments of students as necessary, and liaise with tutors
* To act as the senior member of staff on duty whilst covering the early shift, i.e. from 7.00am until 8.00am and on late shift, i.e. between 5.30pm and 7.00pm/10.00pm in the absence of one of the management team
* To clean and sterilise play equipment regularly
* To regularly change the children’s/babies’ bedding and to undergo laundry tasks

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**Particular and General Responsibilities contd:**

* To carry out recording observations/assessments at regular stages as required by the nursery management team
* To engage in planning and devising an educational care programme for the children that promotes learning and developmental progression
* To ensure that senior staff are informed in the event of emergency and unusual situations
* To follow nursery policies and procedures at all time
* To participate and undertake in all statutory training, including First Aid, Moving & Handling, Child Protection, Fire Safety and Food Hygiene
* To undertake training as necessary in line with the development of the post and as agreed with the management team as part of the personal development planning process
* To undertake further training as required
* To achieve and demonstrate agreed standards of personal and professional development within agreed timescales
* To contribute positively to the effectiveness and efficiently of the teams in which he/she works
* To undertake any other duties at the request of the Childcare Co-ordinator, her Deputy or the Administrator which are commensurate with the role, including project work, internal job rotation and absence cover.

**Working Hours**

* 36 per week on a shift basis, arranged in advance by rota.

**Annual Leave**

* 22 days for each full year worked

**Miscellanous**

* This job description is not an exhaustive document, but is a reflection of the current position. Details and emphasis may change in consultation with the post holder in line with the needs of the nursery.

Management Team = Childcare Co-ordinator, Deputy Childcare Co-ordinator, Nursery Supervisor and Administrator.

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