

BLACKSHAW NURSERY

JOB TITLE: Nursery Officer

LOCATION: Blackshaw Road, Tooting, London SW17 0QT.

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 efficiency 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

Miscellaneous

- 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.