South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Nursery Officer (Best Start in Life)

GRADE: Band 5

RESPONSIBLE TO: Best Start in Life Nursery Manager

Overall Objectives of the Post:

The post will work in a nursery setting for a Best Start in Life locality partnership. The role will have an allocated base but will be expected to work across the partnership area and wider in the borough on occasion.

You will be expected to cover the nursery between the hours of 8.00 am and 6.00 pm, working shifts as appropriate. You will cover for the nursery manager as required and support with inspection processes starting to achieve outstanding status per the setting.

Key Tasks of the Post:

1. You will achieve these objectives by:

- Ensuring high quality standards and provision in the day care setting.
- Being the responsible person, deputising for the Manager when that person is absent or on a different shift.
- Supporting the Nursery Manager in the development of a positive learning environment.
- Implementing the early year's foundation stage framework in the setting.
- Working as a flexible member of the team to provide a stimulating, educational and safe environment in which children can develop their physical, communication and social skills.
- Liaising with parents and carers working together to improve outcomes for children.
- Establishing and maintaining relationships with parents, involving them in their child's development.
- Exchanging information with parents that is relevant to their child's wellbeing.
- Being responsible for safety and hygiene raising any issues with the Nursery Manager.
- Administering first aid and recording accidents as necessary.
- Developing progress in the nursery and to organise displays.
- Understanding the early years foundation stage framework and apply this in practice through role to contribute to the planning and implementation of appropriate programmes of activities.
- Complying with all the provision policy and procedures.
- Ensuring that all safeguarding policies and procedures are understood and adhered to at all times.

- Ensuring accurate record keeping i.e. learning, diaries, case files, next steps.
- Acting as key worker for identified children.
- Understanding and contributing to early help and child protection processes.
- Ensuring that the nursery is kept safe, secure and clean at all times.
- Undertaking tasks such as snack preparation and equipment cleaning to ensure the effective running of the provision.
- Assisting in mentoring of Nursery Assistants.
- Acting as keyworker to children with more complex needs.
- Undertaking training to develop role and improve quality of provision.
- Undertaking the SENCO role if required.
- Upholding expected standards of behaviour at all times, being welcoming and approachable.
- Encouraging acceptance and inclusion of children with additional need.
- Supporting children at mealtimes.
- Attending and contributing to staff meetings.
- Acting as Keyholder, responsible for opening or locking up premises as required.

South Tyneside Council 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: SC/KDS

Date: 12/06/2019