



Job Description

Nursery Officer

Responsible to:

Deputy Manager/ Manager

Purpose of Job:

To work as a key-worker and as part of the pre-school team under the direction of the Deputy Manager/Manager to provide safe, high quality education and care for young children.

Main duties

1. To input and assist with the planning of the curriculum.
2. To help to set up the nursery area for the daily programme and to help tidy away at the end of the session.
3. To act as a key worker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
4. To advise the deputy of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To teach children, offering an appropriate level of support and stimulation.
6. To input and attend staff meetings.
7. To attend in-service training courses and meetings as required.
8. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.

9. To undertake any other reasonable duties as directed by the Deputy Manager in accordance with the nursery's plan/objectives.
10. To undertake and lead on additional responsibilities such as SENCO Officer, Training Co-ordinator, Safeguarding Officer etc.
11. To record and monitor child development, and implementation of these systems.

Person Specification

Knowledge

Knowledge on Early Years Foundation Stage

A good understanding of child development

SEN Code of Practice

An understanding of relevant policies, codes of practice and legislation

Knowledge on safeguarding procedures

An understanding of Multi agency working

Knowledge on the Keyworker system

An understanding on the Ofsted National Standards

Skills and Abilities

- plan effective activities for children of all abilities
- observe, monitor and provide constructive feedback on children's progress
- understand the roles of parents and carers in children's learning and demonstrate ability to liaise with parents and carers sensitively and effectively
- work independently as well as part of a team
- work creatively
- provide necessary personal care to children
- develop their knowledge through the evaluation of their own learning needs;
- organise, lead and motivate a team, and work well as part of demonstrate very good numeracy and literacy skills
- The ability to support children whose care and/or education is being transferred to another setting

- To show commitment and promote equal opportunities at all times.
- The ability to communicate effectively with parents, professionals, volunteers and students alike
- The ability to monitor and evaluate work undertaken
- The ability to implement the Health & Safety policy within the nursery

Experience

- Two year's recent experience of working in a care/ education early years setting
- Experience of planning, short-, medium- and long-term plans in a early years setting to meet the needs of both individual children and those in a group setting.
- Experience of providing a nursery curriculum for 3-5 year olds
- Knowledge/experience of meeting the needs of children and families
- Experience of maintaining contemporaneous accurate records
- Knowledge of Early years Foundation stage document.

Qualifications

NNEB/CACHE, BTEC or NVQ in Childcare at Level 3
Recent evidence of professional development

Personal Qualities & Attributes

- A willingness to work flexibly to respond to the needs of local families
To work with the ethos of Coventry Muslim School Nursery

- A willingness to learn and undertake professional development
- Have a warm and friendly personality, and flexible approach.
- The ability to work on own initiative's.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Coventry Muslim School Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person specification

Essential criteria

1. Willingness to learn and undertake professional development
2. Degree in Childhood Studies/NVQ Level 3 in Children's Care Learning and Development or equivalent level 3 childcare qualification.
3. Previous experience of working with young children.
4. Commitment to equal opportunities.
5. Commitment to young children and families.
6. Friendly, flexible approach.
7. Health cleared for the role.
8. Ability to work on own initiative

9. To be flexible in hours and duties in order to meet the needs and requirements of the nursery.

Desirable criteria

1. NVQ Level 4 in Children's Care Learning and Development or equivalent, Foundation Degree in Early Years.
2. Full and valid Paediatric First Aid Certificate.