

The Leicestershire College

Job Description

1. Job Details

Job Title:	Nursery Officer
Department:	Nursery
Reporting To:	Nursery Manager
Competency Level:	Business Support 1
Hay Grade:	G1
Date of Job Evaluation:	September 2019
Annual Salary (FTE):	£20,579 to £21,751 per annum
Date:	July 2023

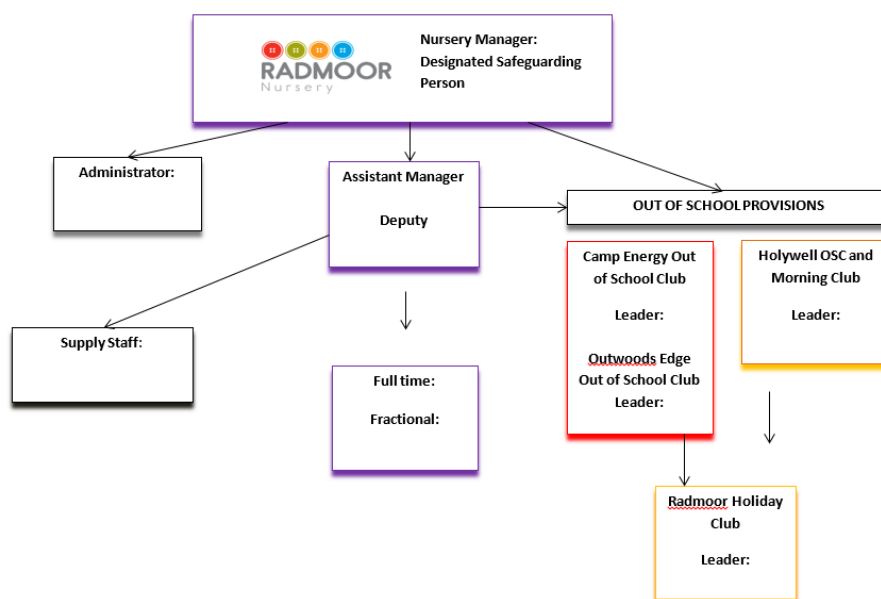
2. Job Purpose

To become part of the Radmoor Childcare team, supporting the day to day running of the provision, ensuring that ratios are maintained, and all children's needs are met in a safe, stimulating, and nurturing environment.

3. Dimensions

Not applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently, and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

- To assist with the setting up of your allocated working room ready for the daily activities/children to arrive, this will be in line with your working shift pattern. Ensuring you arrive on time, ready to work at your allocated start time.
- To ensure that the environment is safe, welcoming and caring at all times.
- To plan, prepare and carry out a variety of activities and experiences providing life skills for the children, supporting all areas of development.
- To deliver high quality learning experiences for all children ensuring that they are age appropriate.
- To support the individual needs of a child, ensuring that activities planned are age appropriate, meeting a child’s next steps.
- To be an allocated ‘Key worker’ to children within a set room, recording their progress, completing trackers and progress summaries.
- To be responsible for maintaining a child’s learning journey
- To undertake responsibility of an additional role in a specific area of the nursery
- To provide mentoring, support and supervise new staff and students.
- To demonstrate a commitment to equal opportunities, diversity, and inclusion; The promotion of British values and be aware of the PREVENT strategy.
- To support the day-to-day administration relating to record keeping

- To be responsible for your base room and children's learning environment. Making daily decisions and sharing these with colleagues working within the room
- To safeguard children, young people, and vulnerable adults that you may come into contact with, in line with the guidance and procedures of the Local Safeguarding Children's Board (LSCB).
- To build and maintain outstanding partnerships with parents, carers, and colleagues.
- To support all inspections relating to the Nursery e.g.: Ofsted. Environmental Health. Funding Audits
- To ensure all policies and procedures are followed and Ofsted requirements are met at all times.
- To be flexible within working practices, supporting Radmoor Childcare as a 'whole'.
- To promote high standards of Radmoor Childcare provisions at all times to parents, staff, and visitors.
- To attend out of hours' meetings as appropriate
- To carry any duties that may be required by the Radmoor Childcare Management Team

7. Key Result Areas

Action	Result
Plan, prepare and carry out effective activities.	Children engaged and learning
Support the partnership with parents and shared provisions.	Effective use of shared information
Support record keeping for individual children.	Children's 'Next Steps' identified
Take part in planning/team meetings.	Activities well planned and staff well informed.

8. Key Working Relationships and Communications

Internal: Nursery Manager, Assistant Manager, Nursery Deputy, Club Leader, Colleagues and Children. - All relating to childcare/Appraisals/In house Training/Staff Meetings

External: Parents, Carers, School Teachers, Social Care, Health Visitor, Outside Professionals, Police. - Relating to Development, Health & Wellbeing of the child.

9. Scope for Impact

Not applicable

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages own health, safety, and wellbeing; complies with college policies. Monitors own behaviours, actions, and words. Demonstrates self-awareness; manages own reactions; builds good relationships.
Delivering Excellent Quality	
Understands customer expectations; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	

11. Knowledge, Skills, and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE passes A-C) or equivalent or willing to work towards	•		Application / Certificates
2.	Current First Aid Certificate or willing to work towards		•	Application/ Certificates
3.	Hold a Level 3 Child Care Qualification/ Play Works	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience of working within the childcare sector	•		Application/ Interview
5.	Experience of working in a Nursery environment		•	Application/ Interview

6.	Experience of working in an out-of-School/Holiday club		•	Application/ Interview
7.	Experience of planning a variety of activities to suit age ranges 0-11 years	•		Application/ Interview
SKILLS & KNOWLEDGE				
8.	Knowledge of Early Years Development	•		Application/ Interview
9.	Knowledge of EYFS Framework		•	Application/ Interview
10.	Ability to assist in providing and facilitating safe, stimulating, challenging and fun activities ensuring that individual needs of the children are met at all times	•		Application/ Interview
11.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
12.	Ability to work well within a team.	•		Interview
13.	Outstanding communication skills	•		Interview
14.	Ability to comply with professional standards at work.	•		Interview
15.	Show commitment to the improvement and be able to maintain high standards	•		Interview
16.	Awareness of safeguarding and child protection regulations and requirements, ensuring the protection and wellbeing of all children	•		Interview
17.	Demonstrate a commitment to equal opportunities, diversity, and inclusion; The promotion of British values and an awareness of the requirements of the PREVENT strategy.	•		Interview
18.	Promote the College's equal opportunities policy and practices	•		Interview
19.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in July 2023 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	