

KIRKLEES COUNCIL

JOB DESCRIPTION

Post Title:	Nursery Officer
Location:	Within Local Authority Daycare Settings across Kirklees
Grade:	Grade 6
Service:	Directorate for Children and Young People.
Section:	Learning Service.

ABOUT THE POST.

As a Nursery Officer you would be employed to work with a key-group of children within the nursery setting primarily to provide high quality care and education for children in the Nursery. To ensure a child-centred environment where children are looked after in a safe, caring and stimulating way, ensuring their individual needs are met within a group setting. To assist in providing an environment which encourages the wider aspects of good child development, including health and family support.

The Nursery Officer will work under the overall direction of the Daycare Manager; working in partnership with colleagues and relevant agencies appropriate to the needs of the children and the service.

KEY AREAS

1. Work with children
2. Work as part of a team
3. Duties associated with the day to day running of the nursery

DUTIES AND RESPONSIBILITIES

The Nursery Officer will be a member of a multi-disciplinary team, under the leadership of the Daycare Manager. In co-operation with the Daycare Manager and the team, the post holder will:

1.0 Work with Children

- 1.1 As part of a team, plan activities as appropriate to facilitate the holistic development of individuals and groups of children whilst encouraging independence and children's choice.
- 1.2 As key person, be responsible for the holistic development of a group of young children. Liaise with parents and carers as appropriate, keep structured records of children within the key group and facilitate a broad and balanced curriculum by monitoring and evaluating children's progress and planning next steps for further development.

- 1.3 Undertake duties in connection with transition to the next stage of education. This will include visits or contact with teaching staff, the passing on of all records, completion of assessments and progress data.
- 1.6 Provide all aspects of basic care for children aged two to five years.
- 1.8 Care for sick children and provide basic first aid where necessary, including accompanying children to hospital where appropriate and to keep a log of medication.
- 1.10 Be responsible for supervising young children during meal and snack times whilst ensuring that all food and drink is suitable for their individual needs.. Practitioners must have an understanding of individual dietary needs and allergies.
- 1.11 Work in conjunction with, and liaise with outside agencies and the community as deemed appropriate.
- 1.12 Understand and respond to the specific needs of very young children (2 to 5 years) and to provide a holistic educational plan that meets their development needs.

2.0 Work as Part of a Team

- 2.1 To attend meetings, as requested, relevant to the performance of the post holder and the nursery provision.
- 2.2 To support colleagues throughout the nursery environment in all aspects of provision as required.
- 2.3 Undertake relevant training, during contracted hours and out of contracted hours, to enhance the performance of duties and personal development.
- 2.4 To assist in the monitoring and evaluation of practices, policies and procedures as necessary.
- 2.5 Liaise with team members as required to highlight particular needs of individual children, within the Key group.
- 2.6 Through observation and assessment, to plan, implement and evaluate a high quality foundation stage curriculum for all children in the setting.
- 2.7 Supervision of students, write reports etc.

3.0 Duties Associated With the Day to Day Running of the Nursery

- 3.1 Supervise the activities of individuals or groups of children to ensure their well-being and safety (inside and outside).
- 3.2 Promote a quality curriculum that upholds established nursery policies, regarding sensitivity to the needs and requirements of different ethnic, cultural and social backgrounds and to provide a curriculum which supports the community.
- 3.3 Planning and preparation of equipment and materials for each nursery session including health and safety checks every day.
- 3.4 Presentation of children's work and the compilation of displays.
- 3.5 Maintenance of equipment and materials in the nursery.
- 3.6 Assist in maintaining stock and resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of services.
- 3.7 To be responsible for domestic duties including tidying, cleaning, washing-up and laundry within the nursery.

4.0 Competencies

In order to be short listed for this job, you will need to demonstrate using examples in your application that you have the experience and competencies listed below. Competence may be demonstrated through knowledge, experience, skills, abilities, education, training, work and other activities. In your response you should describe the activity you have chosen to demonstrate your competency, describe what happened, what the outcome was and how this relates to the job you are applying for.

For the **generic competencies** you should show how you meet each competency area only, not each individual example.

For the **technical competency**, please ensure each individual example is demonstrated.

Please do not submit more than 200 words in support of each competency.

If you are successful in reaching the interview/selection stage, you may be required to undertake practical tests to assess technical/core competencies.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Achieving Results	
Definition: Delivers to the required standards.	
Examples of key actions	Where identified
Is familiar and compliant with legislative requirements and council policies.	Application Form / Selection Process
Performs in a consistent and effective way reflecting on own performance.	
Learns from and corrects mistakes where necessary.	
Meets required individual, team and service objectives.	

Continuous Improvement and Change	
Definition: Is receptive to and makes changes in own practice offering suggestions for improving service.	
Examples of key actions	Where identified
Adapts ways of working as agreed and to time, seeking support if necessary.	Application Form / Selection Process
Is positive about change and encourages others to adapt to change.	
Passes on to managers/team constructive suggestions and ideas on improving services for customers.	

Customer Focus	
Definition: Provides an effective service to customers.	
Examples of key actions	Where identified
Treats all customers with respect by listening to them, takes action to keep them informed of progress, meets their needs and provides help and advice.	Application Form / Selection Process
Passes on customer feedback	
Delivers service in a friendly, professional and responsive manner.	
Deal with customer complaint effectively and appropriately.	

Communication	
Definition: Communicates with people on day to day matters.	
Examples of key actions	Where identified
Is approachable, open and reduces barriers to effective communication.	Application Form / Selection Process
Communicates with people on day to day matters in a form that is appropriate to them and the situation.	
Presents a positive image of themselves and the service.	
Accurately reports, communicates and /or records work activities according to organisational procedures.	

Leadership	
Definition: Has a positive approach in their day to day role.	
Examples of key actions	Where identified
Understands how their role relates to service objectives.	Application Form / Selection Process
Maintains a positive approach and takes responsibility at an appropriate level.	

Personal Effectiveness	
Definition: Understands role requirements and own personal development.	
Examples of key actions	Where identified
Understands requirements of their role and the contribution that they make.	Application Form / Selection Process

Team Working and Partnership	
Definition: Makes a positive contribution to team spirit supporting and helping others.	
Examples of key actions	Where identified
Shares information with the team and others.	Application Form / Selection Process
Treats people with respect and fairness.	
Participates and contributes to team planning and discussions in a positive way.	
Recognises when others need help or when needs to be done and offers support.	

Technical Competencies	
Specific requirements for this post	Where identified
Examples of key actions	
Range of underpinning skills and knowledge which support this competency	
Level 3 qualification in early years & childcare	
Understanding of child development and child care	
Ability to provide age appropriate stimulating play activities	
Ability to maintain confidentiality	
Awareness of health & safety and practical hygiene issues and paediatric First Aid	
Understanding and knowledge of early years legislation and guidance	
Understanding and knowledge of safeguarding procedures	
Experience of working in an early years setting	

JD Reference No	
JD Prepared / Amended	
Refers to Estab(s)	

An Enhanced Criminal Record Bureau Check will be required for this post. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

5.0 Miscellaneous

Carry out your duties with due regard to current and future Council policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

<http://www.kirklees.gov.uk/employment/safeguarding.shtml>

RESPONSIBLE TO: Day Care Manager

RESPONSIBLE FOR: