

West Heath Nursery School

JOB DESCRIPTION

Job Title: Senior Nursery Officer

Grade: 3 Full-Time

Division: West Heath Nursery School

No of Posts: 1

Section: Two year old provision

1.0 JOB PURPOSE:

- 1.1 To take a lead role in providing a flexible and holistic pre-school support service to meet the needs of children, families and the community
- 1.2 To have responsibility for providing supervision and support to other Nursery Officers within the establishment
- 1.3 To ensure a high standard of physical, emotional, social, spiritual and intellectual care for children placed in the Nursery

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 To lead in the planning and carry out a range of activities suitable to the age range of children
- 2.2 To record children's development and achievement in order to share with parents particular developments of children within the Nursery
- 2.3 To create, plan and deliver the integrated curriculum and assist in the planning and delivery of the differentiated curriculum for identified children with SEND to ensure they are fully incorporated within the Nursery
- 2.4 To work with appropriate Senior Management and other support staff to promote the aims, philosophy and objectives of the Nursery
- 2.5 To record accidents in an accident book, ensuring all staff are aware of accident response and reporting procedures and ensure that such reports have been seen before sending out to parents
- 2.6 To be familiar with and work within the EYFS principles, curriculum and welfare requirements
- 2.7 To ensure children are collected by a parent or a relative known to the Nursery
- 2.8 To provide a nurturing, stimulating, caring and safe day care environment, which may include:
 - 2.8.1 To wash and change children as required
 - 2.8.2 To ensure that meal times are pleasant and sociable to enhance children's social development
 - 2.8.3 To ensure the preparation and completion of activities are suitable to each particular child's needs
 - 2.8.4 To provide appropriate care to a sick or unwell child
- 2.9 To act as trainer and to provide support to a wide variety of placement or volunteer Nursery workers
- 2.10 To support children/families enabling them to participate in a range of services and activities as appropriate to their specific needs
- 2.11 To show commitment to working with families and ensure that each child/family reaches their optimum potential

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- 2.12 To liaise with the Local Authority and other outside agencies in order to develop community links and offer parents a route to alternative services and support networks
- 2.13 To undertake certain domestic duties within the nursery, e.g. preparation of snacks and cleansing of equipment
- 2.14 To work as a team member to develop integrated policies procedures and working practices
- 2.15 To provide information on children's development
- 2.16 To attend appropriate staff meetings, training and parents evenings.
- 2.17 To keep records of children's development and activities as required
- 2.18 To be actively involved in the monitoring and evaluation processes relating to the nursery
- 2.19 To be actively involved in promoting best practice and providing excellent professional expertise and practice
- 2.20 To work towards Nursery objectives and targets alongside other team members, proactively monitoring and evaluating input against agreed objectives
- 2.21 To have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- 2.22 To ensure all tasks are carried out with due regard to Health and Safety
- 2.23 To undertake appropriate professional development including adhering to the principle of performance management
- 2.24 To adhere to the ethos of the school
 - 2.24.1 To promote the agreed vision and aims of the school
 - 2.24.2 To set an example of personal integrity and professionalism
 - 2.24.3 To attend appropriate staff meetings and parents evenings
- 2.25 to perform any other duties as commensurate within the grade, in order to ensure the smooth running of the school

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

3.1

Supervising Officer's Job
Title: Headteacher

3.2

LEVEL OF SUPERVISION

- Left to work within established guidelines subject to scrutiny by supervisor

4.0 SPECIAL CONDITIONS:

- 5.1 This position is a full-time, permanent position

Signature of Head teacher:

DATE:

Staff signature:

DATE:

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Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;
P = Presentation

PERSON SPECIFICATION

Job Title: Senior Nursery Officer

Grade:3 Full-time term time only

Division: West Heath Nursery School

Section: two year old provision

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of supporting two year old children in a nursery environment, including those with special educational needs	AF/I
	A knowledge of the EYFS	AF/I
	A knowledge of the Statutory framework of the Revised EYFS	AF/I
	Experience of using Information Technology to support pupils in the classroom	AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	A good standard of education, particularly in English and Mathematics	AF/I
	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	AF/I
	Knowledge of SEND Code of Practice	AF/I
	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the children	AF/I
	Ability to consistently and effectively implement agreed behaviour management strategies	AF/I
	Ability to use language and other communication skills that children can understand and relate to	AF/I
	Ability to establish positive relationships with pupils and empathise with their needs	AF/I
	Ability to demonstrate active listening skills	AF/I

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	<p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to children's needs</p> <p>Ability to monitor the children's response to the learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes</p> <p>Ability to carry out and report on systemic observations of children's knowledge understanding and skills</p> <p>Ability to record children's achievements and assessment</p> <p>Ability to offer constructive feedback to children to reinforce self-esteem</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Ability to work within and apply all school policies e.g. Behaviour Management, Safeguarding, Health and Safety, Equal Opportunities</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
TRAINING	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	<i>NVQ Level 3 in Childcare or equivalent, GCSE or equivalent in English and Maths Grade C or above.</i>	AF/I
OTHER	Willingness to maintain confidentiality on all school matters	AF/I
<u>ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY</u>		
COMPILED BY:		DATE
	Vanessa Frank	20/04/2026