



THE HUNNY NURSERIES

JOB DESCRIPTION - NURSERY OFFICER

PURPOSE OF POST

To ensure a high standard of physical, emotional, social and intellectual care for children
placed in the nursery

To give support to other work colleagues within the nursery

To implement the daily routine

RESPONSIBLE TO

Nursery Manager

Deputy Manager

Senior Nursery Officer

MAIN DUTIES

1. Formulate and operate a program of activities suitable to the age range of children in
your area in conjunction with the Manager.
2. Prepare the children's records in your group and institute reviews for parents, in
conjunction with the Manager.
3. Work with parents with children's differences to achieve full integration in the nursery.
4. Foresee the needs of all children and give physical, emotional, cognitive and social
guidance as appropriate.
5. Support all staff and engage in good staff team.
6. Liaise with and support parents/carers and others family members.
7. Liaise with the Local Authority and other professional associated with the nursery.



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8. To attend ALL out of work hours activities, e.g. monthly staff meeting, parents evening, summer fete, Christmas party, etc.
9. To liaise with assessors about the development of students/staff.
10. Undertake certain domestic jobs within the nursery. E.g. preparation of snack meals, cleansing of equipment and such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.
11. Participate in the training programs of a wide variety of students by giving guidance and support.
12. To participate in any Training and Development to ensure the best practice can be implemented within the nursery.
13. Work alongside the Manager and staff team to ensure that the philosophy behind the nursery is for filled.
14. To ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the Health and Safety Standards appropriate for the needs of young children.
15. Record Accidents/Incidents.
16. To ensure confidentiality of information received.
17. Look upon the nursery as a "whole" where can your help be most utilized? Be constantly aware of the needs of children
18. To develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs.
19. Ensure someone known to the nursery collects the children.
20. Be committed to keeping the children safe from harm and abuse and promote their welfare by building positive relationships with both children and their parents.
20. To make the necessary steps to ensure the management of children's behaviour. To maintain self-control when dealing with difficult or disruptive children. To support a program of behaviour management. To praise good behaviour.
21. To ensure that you fully understand all policies and procedures of The Hunny Nurseries.
22. Any other duties requested of the Management Team.
23. Fully aware of all First Aid procedures and health and safety practices. Follow all risk assessments.



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.24. To ensure that the welfare of all children is paramount and all safe guarding policies are followed and adhered to.

25. To undertake the presentation of pupils work and maintain interest areas and displays.

26. Regular, punctual attendance

27. Maintain a current awareness of professional and service issues and to be responsible for your own development. Mandatory qualifications will be expected to be undertaken and then updated at relevant periods.

28. Regular lifting and handling of children and equipment.

SPECIFIC CHILD CARE TASKS

- The preparation and completion of activities to suit the child's stage of development.
 - To ensure that mealtimes are a time of pleasant social sharing.
 - Washing and changing children as required.
 - Providing comfort and warmth to all children.
- To ensure the attendance of the children is carried out according to the procedures.
 - To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, dietary requirements and stages of development.
 - To liaise with outside inspectors as required

To be aware of the high profile of The Hunny Nurseries and to uphold its standards at all times. Be committed to keep children safe from harm and abuse and promote their welfare by building positive relationships with both children and their parents.