

Role Profile

Role Title	Nursery Officer
Reporting To	Nursery Manager
Department	Childcare Centre
Pay Grade	£13,912.67 per annum - term time only 38 weeks
Version Date	October 2019

Role Purpose

To provide a positive, caring and stimulating environment for children within the Childcare Centre.
To work within the framework of the Hull College Childcare Centre, to provide a high standard of childcare and education.

Key Responsibilities

1. To work as part of a team, developing positive relationships with children, colleagues and parents.
2. To work as a Key Worker, within an allocated room providing up to date information on child development.
3. To have a sound understanding of the Early Years Foundation Stage (EYFS)
4. To plan, prepare and implement a variety of appropriate activities and experiences to ensure a high quality Early Years Curriculum (EYFS) is planned and carried out.
5. To generate detailed assessments on individual children to share with parents, colleagues and other professionals.
6. To maintain and actively promote Health, Safety and Hygiene to comply with the statutory requirements.
7. To prepare snacks and drinks for the children during the day.
8. To take shared responsibilities for laundry and cleaning duties throughout the day.
9. To attend meetings including staff meetings, parents meetings and participate in any fundraising and advertising events that assist in the promotion of the Childcare Centre.
10. Maintain and develop own professional skills in accordance with the role.

Person Specification

Nursery Officer

	Essential	Desirable	How assessed*
QUALIFICATIONS			
A Level 3 Childcare Qualification, CACHE Diploma, BTEC or equivalent	✓		IV/Cert
Paediatric First Aid qualification or willingness to be trained.	✓		IV/Cert
Advanced Childcare Qualification		✓	IV/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Recent and relevant experience of working with children from three months to five years.	✓		IV / AF
Knowledge of the Early Years Foundation Stage Curriculum (EYFS)	✓		IV / AF
Knowledge on Safeguarding Children, Food Safety 2 Certificate, equality and diversity, health and safety, Paediatric First Aid		✓	IV / AF
SKILLS AND ABILITIES			
Good interpersonal skills, Enthusiastic, Flexible and Motivated	✓		IV
Must accept and actively support the College's agreed values.	✓		IV
Attend staff and parents meetings, attend training days and evenings.	✓		IV / AF

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview