School / Leeds City Council Job Description

Service
Schools

Post Title	**GRADE**
Senior Nursery Officer/2YO Manager	SO1

Post(s) to which directly responsible
Immediate line manager

Post(s) for which directly responsible
Nursery Assistant(s) and/or Nursery Officer(s)

Purpose of job

- Under the general direction and supervision of the Assistant Head to provide day to day management ensuring the provision provides childcare and education of the highest quality.

Responsibilities

- To ensure that the nursery provides early childhood care and education of the highest quality for children and families.
- To ensure the Nursery provides support to children with special educational needs, promoting inclusion.
- To develop and implement Individual Educational Programmes (IEP) for children with special educational needs (SEN)
- To provide leadership and management, which will successfully create a dynamic and diverse team.
- To support the role of parents in pupils learning and contribute to/lead meetings with parents to provide constructive feedback on pupil's progress/achievement etc.
- To actively participate in a variety of multi-agency projects relating to the refocusing of child care and education.
- To liaise closely with external agencies ensuring consistency and continuity of care and education are maintained for children with special or particular educational needs.
- To maintain client confidentiality.
- To develop and maintain professional working relationships with other local settings.
- To follow and comply with Area Children Protection Committee (ACPC) guidelines and school Child Protection policies.
- To lead the Nursery in developing continuous nursery improvement through NIPs and action planning.
- To aid the Assistant Head in the preparation and writing of reports, that will assist in the children's smooth transition to settings delivering 3YO provision.

- To manage applications for Early Years Pupil Premium eligibility.
- To prepare and deliver concise, accurate and relevant information to senior management.
- To manage student placements working in the nursery and prepare, present accurate and concise reports to the manager or college tutor.
- To report any injury or accident ensuring the health and safety of the individual is maintained.
- To effectively monitor and support the pre admission, admission and transition for children and families.
- To manage and monitor effective recording systems which ensure children's continuous development and progression
- To encourage professional development though signposting appropriate training and development opportunities. Leading internal staff meetings and the cascading of training packages
- To comply with all policies, procedures and staff instructions.
- To actively promote the work of the school throughout other professional organisations.
- To promote and support the Leeds City Council and Departmental Policies, procedures on Equal Opportunities ensure that the nursery functions in an anti-oppressive manner.
- To take responsibility for the securing of the building and resources if required.
- To manage other Nursery Officers/Assistants in the nursery.
- To undertake recruitment/induction/appraisal/training/mentoring for other Nursery Nurse's in school.
- To organise and participate in interesting and appropriate educational visits for children and families, observing health and safety policies and making risk assessments.
- To actively promote and support policies on Equal Opportunities and to ensure the nursery functions in an anti-oppressive and non-discriminatory manner.
- To assist in providing professional support on issues relating to child protection to parents and outside agencies.
- To effectively manage day to day administrative duties.
- To attend and actively participate in professional meetings.
- To undertake the accountabilities of the post in accordance with Council policies including the Equal Opportunities and Health and Safety policies.
- To undertake any other duties that are commensurate with the post

Relationships
The postholder will be required to work flexibly to deliver an efficient Service. There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions
The post is currently based at Little Doves Nursery at Whitecote Primary School, which is accessible by disabled persons.

Special Requirements
There may be a need to occasionally work outside of school hours and off school premises, as required by the school. There will be regular lifting and handling of children and equipment required.

This post is subject to an enhanced Disclose and Barring Service check. The school operates a non-smoking policy.

Economic conditions

Grade:	SO1
Annual Leave:	Term time only working (including 5 training days)
Hours:	37 hours per week
Conditions of Service:	NJC Conditions apply

Prospects

Promotion
Whilst there is no automatic progression to any more senior posts, opportunities may exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training
The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

QUALIFICATIONS
It is an essential requirement of this post that the postholder should hold a relevant qualification: CACHE diploma in Childcare and Education, NNEB, BTEC Nursery Nursing, NVQ Guidance Level 3 or above, B Ed. (Early Years), PGCE or other appropriate qualification.

EMPLOYEE SPECIFICATION:
Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

SKILLS	Ess	Des	MOA
Able to communicate effectively with an extensive range of people on a professional basis.	*		
Able to prepare and deliver concise accurate and relevant information to staff, clients, Senior Management and External Audiences.	*		
Able to represent the organisation clearly and positively to internal and external audiences.	*		
Able to effectively lead and manage a staff group	*		
Able to delegate appropriately responsibilities to individuals and to the staff team.	*		
Able to identify and manage risk and consequences through assessment and appropriate action	*		
Able to mediate to resolve challenging situation	*		
Able to demonstrate an ability to problem solve	*		
Able to improve staff performance	*		
Able to work in responsive partnership with parents and carers	*		
Able to ensure the nursery provides the highest possible standards of professional childcare and early education through policies and practices	*		
Able to develop a sensitive approach to care of families in a multi-cultural environment.	*		
Able to initiate manage and motivate staff through change	*		
Able to effectively manage nursery budgets	*		
Able to use standard information systems and the use of ICT		*	

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Relevant Professional qualification: CACHE Diploma in Childcare and education NNEB, BTEC Nursery Nursing, Cache diploma in Childcare and Education, NVQ Level 3, B Ed Early Years, PGCE, or other appropriate qualification	*		
Knowledge of Management theories	*		
Knowledge of 2004 Children's Act, National Daycare standards and OfSTED educational requirements, Child Protection procedures, etc.	*		
Knowledge of the range of factors which create stress for children and their families	*		
Knowledge of current ACPC procedures	*		
Knowledge of their role and responsibility in the implementation of ACPC procedures	*		
Knowledge of recruitment and selection procedures		*	
Knowledge of the future childcare services nationally and locally		*	

EXPERIENCE	Ess	Des	MOA
Experience of professional employment in a nursery environment.	*		
Experience of managing staff	*		
Experience of working in partnership with other agencies.	*		
Experience of working in close partnership with carers	*		
Experience post qualification experience in a nursery setting. Minimum of 2 years working with two-year-olds.	*		
Experience of managing staff in a nursery environment		*	
Experience of leading staff training and delivery of presentations		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I

Commitment to own personal development and learning.	*		I
A commitment to taking responsibility for actions	*		I

OTHER CONDITIONS Satisfactory clearance from DBS Awareness of and commitment to upholding all aspects of safeguarding	MOA Enhanced DBS clearance Application Form and Selection Process

METHOD OF ASSESSMENT(MOA)	A = Application Form T = Test I = Interview C = Certificate	