

YMCA North Tyneside

Job Description

Job Title:	Senior Nursery Officer / Head of Room
Salary:	£17,598 per annum (£9 per hour)
Hours of work:	37.5 hours per week
Duration of contract:	Permanent - 52 weeks per annum
Reporting to:	Nursery Manager / Deputy Nursery Manager

Organisational Context:

YMCA North Tyneside is a Voluntary Sector Organisation undertaking community programme work in areas of North Tyneside.

Over time YMCA North Tyneside has become recognised as a well established services delivery Voluntary Organisation in the area as well as playing an active role both sub-regionally and regionally.

This role contributes to the provision of YMCA child nursery services to the North Shields community.

Job Purpose:

To manage the day-to-day operations of our rooms at our child nursery, based opposite our main site on Church Way, North Shields, NE29 0AB, as part of a 12-strong nursery team.

This is a newly established setting and will prove to be a busy environment. It is based within a dedicated building, providing 65 places to children aged 3months to 5years. Our aim is that the nursery will have a positive relationship with the families that it serves.

The role of the Senior Nursery Officer / Head of Room is to deliver the service at an appropriately high standard.

Specifically:-

1. To ensure responsibility for the effective daily management of the nursery alongside the Nursery manager/deputy.
2. To have a sound knowledge and understanding of the settings policies and procedures and support staff in the understanding and implementation of these across the nursery.
3. To be a role model to the staff team, to display and be an example of outstanding child care in your daily practice.
4. To take responsibility alongside the Nursery management for the safety, security and welfare of all children, staff and visitors at all time.
5. To support the nursery management in the implementation of the safeguarding policy and procedure, in line with local authority guidelines.

6. To support the Nursery management in leading the nursery to reach an Outstanding grading with OFSTED.
7. To embrace, understand and implement the mission of the nursery.
8. To lead on staff training on a co-ordinated approach with the management team.
9. Any other duties as directed by the nursery manager / deputy nursery manager.

Main Responsibilities:

1. To be proactive in mentoring and leading nursery officers based in your room.
2. To implement the settings policy and procedures and ensuring through support and engagement of staff there is a sound knowledge and understanding by all staff.
3. To take responsibility for daily supervision of students and visitors to the nursery.
4. To act as a mentor to new staff ensuring a full induction process is adhered to.
5. Contribute to mentoring and leading the nursery team alongside the nursery manager and deputy
6. Continually motivate and inspire staff across the setting.
7. To take a lead on agenda items at staff meetings
8. To reflect on daily practice and make changes/improvements as appropriate.
9. To ensure that all children are treated as individuals and that this is supported through the approach to planning and requirements of the EYFS.
10. To ensure that any identified development needs are raised with the Management team.
11. Work alongside the manager/deputy to oversee planning and children's developmental records and ensure that they reflect their individual progress and are kept to a high standard and up to date.
12. Ensure that the child/family settling in period is well managed for all children, ensuring communication with parents/carers is open and transparent.
13. Ensuring children's transitions to the next room or setting is well managed and children, parents/carers are well prepared for the change.
14. To lead on all aspects of inclusive practice, behaviour management and special educational needs within your team, liaising with the appropriate representatives.
15. To work alongside management to establish effective partnerships with children, families and the wider community. Continuously looking at ways to build relationships with external partners and agencies.
16. Contributing to building relationships with the wider YMCA North Tyneside family.

- 17.To ensure effective communication with staff and families through participation in staff meetings, parents evenings and any further events held by the nursery or YMCA North Tyneside.
- 18.Deal with any parent/carers issues or concerns in a timely manner, escalating any issues to the nursery management.
- 19.Ensure staff work effectively as key workers and monitor children's learning journeys.
- 20.Check premises daily ensuring a safe and secure environment for staff and children. To remove or action any potential hazards.
- 21.To ensure the health and safety of all staff, children and visitors by ensuring policies on security and safety are adhered to at all times e.g ensuring visitors have signed in and ID checks have been carried out.
- 22.To have an understanding of all aspects of health and safety e.g risk assessment, COSHH etc.
- 23.To undertake look around visit and share information with potential families in a positive way to secure child registration.
- 24.To be an ambassador for the setting, protection the reputation at all times both in and outside work hours.
- 25.Be a YMCA North Tyneside advocate and ambassador.
- 26.Have a commitment to ongoing professional development through in house and external training.

Scope and Limits of Authority:

The post holder is free to act in the performance of day to day duties. Any new development must be discussed with the Nursery Manager / Deputy Nursery Manager.

Relationships:

The post holder will liaise with the following on a daily basis:-

- Nursery Manager / Deputy Nursery Manager
- Nursery Staff
- Schools, local partners, stakeholders, business and other organisations who may refer children

Job Description agreed on: 28th September 2017

Post Holder signature Date

Job Title: Senior Nursery Officer / Head of Room

Line Manager signature Date

Job Title: Nursery Manager

HR signature Date

Job Title: Head of Operations: Programme Support and Strategy

SECTION B: Person Specification

Nursery Manager	Desirable	Essential
Qualification		
Level six childcare qualification – NNEB, BTEC, NVQ3, or similar	√	
Level three management qualification	√	
Experience		
At least 36 months post-qualifying experience in a daycare setting.		√
Evidence of success in a leadership position within a childcare setting for a minimum of 24 months.		√
Experience of working in a culturally diverse area and a commitment to equal opportunities in the workplace which creates a welcoming environment for people of all faiths and of none.		√
Skills		
Detailed knowledge and understanding of Ofsted Standards.		√
Detailed knowledge and clear understanding of the Early Years Foundation Stage.		√
Ability to plan, implement and evaluation age appropriate learning opportunities		√
Clear and demonstrable leadership skills		√
Must be able to work effectively as a team member		√
Excellent customer care skills.		√
Ability to work flexibly to ensure that the nursery operates effectively at all times.		√
Excellent supervisory, communication & interpersonal skills with the staff team		√
Excellent interpersonal skills with senior staff		√
Excellent financial monitoring skills		√
General		
Full clean driving license		√
Current first aid qualification		√
THE POST HOLDER MUST AGREE TO AUTHORISE A FULL DBS CHECK. THEY MUST ALSO MEET THE REQUIREMENTS OF OFSTED.		√

SECTION C: Terms and Conditions

Salary:	£9 per hour
Hours of work:	37.5 hours per week
Paid Leave entitlement:	As per contract of employment
Sick pay provision:	As per contract of employment
Pension entitlement:	You will be auto enrolled into the YMCA pension scheme, subject to meeting government set thresholds.

Period of notice offered and required: As per contract of employment

Conditions of appointment:

- Subject to satisfactory references, and criminal background check through the Disclosure and Barring Service (DBS).
- A requirement to training / events / courses deemed relevant and appropriate when post requires.
- The first three months of your employment will be regarded as a probation period, during which time an assessment of your performance, conduct and attendance will be made. The completion of your probationary period will, however, be subject to a formal review and you will not have completed your probationary period until that review has taken place and you have been confirmed in post.

Miscellaneous:

Outside paid employment must not take place within, overlap or interfere with YMCA contracted hours

This job description sets out the task requirements required of this post.

Along with the Staff Handbook and the letter of appointment it forms the terms and conditions of employment within the Association.

It is recognised that the Association is involved in a dynamic environment and as such, job descriptions will be required to be periodically reviewed and amended, reflecting any changing of the job. Such reviews will be carried out in conjunction with the staff concerned and one month's notice given of any change in the job description.