



Job Title: Nursery Officer (Level 3 Qualified)

Personal Specification:

We are seeking a dedicated and passionate Nursery Officer with Level 3 qualification to join our vibrant team. The ideal candidate will possess the following attributes:

1. **Qualifications:** Hold a Level 3 qualification in Early Years Education or equivalent, demonstrating a strong foundation in child development and education.
2. **Experience:** Have a proven track record in working within a nursery setting, showcasing a deep understanding of the needs and developmental stages of young children.
3. **Knowledge:** Possess comprehensive knowledge of the Early Years Foundation Stage (EYFS) framework, implementing it effectively in daily practices to ensure the holistic development of children.
4. **Communication Skills:** Exhibit excellent communication skills, both verbal and written, to engage effectively with children, parents, and colleagues. The ability to create a positive and nurturing environment is crucial.
5. **Adaptability:** Demonstrate flexibility and adaptability to the ever-changing dynamics of a nursery environment. The capacity to handle challenges with a positive and solution-oriented mindset is essential.
6. **Team Collaboration:** Work seamlessly within a team, contributing to a collaborative and supportive working atmosphere. Sharing ideas and best practices to enhance the overall nursery experience for children is paramount.
7. **Child-Centric Approach:** Exhibit a genuine passion for working with children, ensuring their safety, well-being, and individual developmental needs are prioritized.
8. **Initiative:** Display the ability to work independently when required, taking initiative in planning and executing age-appropriate activities that align with the EYFS framework.
9. **Organizational Skills:** Showcase strong organizational skills in managing daily routines, tracking children's progress, and maintaining an organized and stimulating learning environment.

Job Description:

As a Nursery Officer (Level 3 Qualified), your primary responsibilities will include:

1. **Curriculum Implementation:** Design and implement age-appropriate activities and programs that adhere to the EYFS framework, fostering the holistic development of children in your care.
2. **Child Supervision:** Provide attentive and nurturing care to children, ensuring their safety, well-being, and happiness throughout their time in the nursery.
3. **Parental Engagement:** Foster positive relationships with parents through effective communication, regular updates, and involvement in the child's developmental journey.
4. **Team Collaboration:** Work collaboratively with fellow nursery staff, sharing ideas and expertise to create a cohesive and supportive team environment.
5. **Documentation:** Maintain accurate records of children's progress, development, and any significant milestones, ensuring compliance with regulatory standards.
6. **Health and Safety:** Adhere to health and safety protocols, maintaining a safe and secure environment for both children and staff.
7. **Continuous Professional Development:** Engage in ongoing professional development to stay abreast of current educational practices, attending relevant training sessions and workshops.

This role presents an exciting opportunity for a Level 3 Qualified Nursery Officer to contribute to the growth and development of young minds in a nurturing and stimulating environment. If you possess the requisite qualifications and a passion for early childhood education, we invite you to apply and be an integral part of our dedicated team.

| | Essential | Desirable |
|--|--|---|
| Qualification | <p>Completion of a minimum of recognised Level 3 Childcare qualification</p> <p>Health & Safety certificate</p> <p>First Aid certificate</p> <p>Completion of other relevant courses</p> | <p>Additional certifications in areas such as special education or language development.</p> <p>Level 4/5 qualification in Early Years Education or related field</p> |
| Personal qualities | <p>Good organisational, record keeping and planning skills Punctuality</p> <p>Excellent communication skills, with children, colleagues, advisors and parents/carers.</p> <p>Patience, Reliability and Trustworthiness</p> <p>A positive approach to inclusive practice, with children and colleagues</p> | <p>The ability to negotiate with others to influence change.</p> <p>Positive and collaborative approach to teamwork.</p> <p>Demonstrates emotional intelligence and sensitivity to colleagues' readiness for change</p> |
| Skills, knowledge, and experience | <p>Experience of caring for, or working with children in a voluntary or paid capacity</p> <p>An interest in the care, learning and development of young children</p> <p>A commitment to the provision of highquality childcare</p> <p>A positive approach to learning and gaining new skills through teamwork and training opportunities</p> <p>An understanding of the Early Years Foundation Stage Development goals.</p> <p>Patience, empathy, and a nurturing demeanour.</p> <p>Effective communication with children and adults.</p> <p>Adaptability and flexibility in a dynamic environment.</p> <p>Strong collaborative and teamwork skills.</p> | <p>Familiarity with the latest trends and research in early childhood education.</p> <p>Understanding of special educational needs and inclusive practices.</p> <p>Knowledge of additional languages to support language development in children.</p> <p>Creative approach to engaging children in learning activities.</p> <p>Proficiency in using technology for educational purposes.</p> <p>Experience in implementing innovative teaching methods.</p> <p>Multilingual abilities to communicate with diverse families.</p> |