



Muhammadi Nursery
Mrs. Qurratul Ain Ahmad- Nursery Head
17 Clifton Road, Balsall Heath, Birmingham, B12 8SX
Telephone / Fax – 0121 440 8661



Job Description: Nursery Officer

Operational

- Supporting and liaising with the Manager, Deputy Manager and Team Leaders on a daily basis
- Have a good spoken and English writing skills (level 2)
- **Make sure punctuality is maintained. Allow 10 minutes grace at arrival and departure for the day (8.50 am- 3.10pm).**
- Key holder responsibility and security
- Ensuring the nursery meets the required standards, ratios and conditions of registration
- Adhering to the Company's Policies and Procedures and complying with the Children's Acts of 1989 and 2004
- **Possessing a thorough knowledge and understanding of current EYFS effectively implementing the requirements. Supporting and monitoring statutory framework and curriculum in England, to ensure each child develops within a stimulating environment**
- **Planning and preparing activities, to meet children's individual needs.**
- **Make sure the deadline is met on time of children's tracking progress, report writing, 2 year progress check and also the learning journeys are upto date. Display boards are updated regularly.**
- Implementing the Nursery's Safeguarding / Child Protection Policy and Procedure supporting and maintaining liaison with all relevant authorities to meet their reporting criteria
- Ensuring the nursery offers an environment which reflects the cultural diversity of all children
- **Ensuring that the preparation, care, cleanliness and maintenance of the nursery rooms, outdoors and equipment are carried out daily and risk assessments are done. They must report any areas in need of maintenance.**
- **Maintaining professional RELATIONSHIP with staff members, students and volunteers work as a team.**
- Supporting the Nursery Head, Deputy and Team leader in organising and attending a minimum of two parents meetings per year.
- Supporting the Nursery Head, Deputy and Team leader in organising and attending events that publicise the nursery; these may include fundraising charity events and open days.
- Adhere to nursery policy with regards to absence. **Protocol must be followed.**
- Supporting the Nursery Head, Deputy and Team leader in developing and maintaining links within the local community to create a positive nursery profile
- **Supporting the Nursery Head, Deputy and Team leader in creating and maintaining successful and professional partnerships with parents / carers**
- Ensuring close supervision of children during all meal times and adhering to the allergy and dietary requirements of all children within the nursery
- Following the setting's procedures for the Positive Management of Children's Behaviour
- Any other duties appropriate to the post as directed by senior management

Personnel

- Supporting students, volunteers and regular visitors to the nursery
- Carrying out effective employee inductions and holding one to one and appraisal meetings under the direction of the Identifying and addressing staff training needs in liaison with the Supporting staff to ensure their performance is effective and in line with Company's Policies and Procedures
- Supporting the Nursery Head, Deputy and Team leaders in maintaining appropriate levels of qualified/unqualified employees within the nursery
- Supporting the Nursery Head, Deputy and Team leader in providing leadership and day to day management for the nursery staff
- Supporting the Nursery Head, Deputy and Team leader when cascading effective changes to documents/procedures as directed by the setting.
- Providing a positive role model to the staff team
- managing and developing the nursery team ensuring that each staff member makes a positive contribution to the success of the nursery
- Attending regular staff meetings.
- Attending regular internal and external training (ensure attend at least 2 courses over the year).

Health and Safety

- Complying with Health and Safety legislation
- Remaining aware and observant of all health and safety issues in the nursery and where possible reducing the risk of an accident occurring through preventative actions
- Promoting health and safety through periodical employee briefs on the importance of health and safety, or training staff where necessary
- Maintaining the highest standards of cleanliness/tidiness within the nursery
- Carrying out health and safety checks as outlined within the setting's Policies and Procedures
- Adhering to health and safety procedures including the carrying out of risk assessments on daily basis
- Being aware of the outcome of risk assessments and fully implementing the specified controls
- Supporting the Nursery Head, Deputy and Team leaders in keeping and monitoring accident and incident records and ensuring all the relevant reports are submitted to the regulative bodies
- Ensuring the setting's Medicine Procedures are adhered to
- Maintaining Allergy Management Systems in line with the setting's policy