



**Job Title:** Senior Early Years Worker  
**Reporting to:** Nursery Manager  
**Direct Reports:** 0

**Job Band:** Band 7  
**Size of Team:** 102

The job holder will be a key part of the nursery management team. They will assist the nursery manager and deputy manager in the day to day running of the nursery. Their role will also be to ensure that all children who attend our nursery enjoy a safe and secure environment, where they can be supported and encouraged to reach their full potential. The job holder will be a key person and key holder for the nursery. They will be expected to take charge of the nursery in the absence of the Manager and Deputy Manager.

## Key Responsibilities

- Assist the Nursery Manager and Deputy Nursery manager in the daily running of the nursery, and take charge in their absence, ensuring that all policies, procedures set out by the Priory nursery, St John Ambulance as well as all legal requirements are adhered to.
- Assist in the planning and activities designed to suit the individual children's stages of development. Ensure all children have appropriate planned activities as well as being an active key person and keeping developmental records for children in nursery.
- Assist with the maintenance of all records and reports, ensuring that they are regularly updated. Actively participate in the care of the children ensuring that ratios are always maintained.
- Ensure a clean and safe environment is maintained, liaise with the Nursery Manager regarding any Health and Safety issues. Ensure that nursery stocks are kept to good levels ensuring the needs of the children can always be met.
- Ensure that there is proper supervision at all times of the day, including meal times where attention to dietary requirements must be met.
- Liaise with parents regarding the care of their children and to encourage their active participation in nursery activities. To attend and report at parents' meetings.
- Assist with implementing policies and procedures which ensures current legislation and guidelines are complied with whilst updating own knowledge and procedures as required.
- Attend all necessary training programmes as identified by the Nursery Manager ensuring devolution of knowledge to the rest of the nursery team. .
- Report any incidents which may affect the welfare and safety of children to the designated officer on site. When this is the job holder ensure that correct steps are followed to refer the concerns on.
- Be a key holder for the nursery and be the person in charge at different times of the day
- Liaise with the Nursery Manager and other team members ensuring the continued and effective operation of the nursery to ensure quality is maintained in all areas at all times. Attended regular staff meetings, parents' evenings and any other necessary events as requested.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

## You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills
- Be willing to work flexible hours and undertake occasional travel



## BE PART OF A LIFE SAVING TEAM



## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Appropriate Level 3 Child care qualification	✓	
A higher level Child Care qualification		✓
Educated to GCSE level or equivalent (Grade C) inc Maths & English		✓
Paediatric First Aid training		✓
Safe Guarding Children Training		✓
<b>Experience</b>		
Minimum of 2 years post qualifying experience working in a child care setting	✓	
Previous experience in a supervisory role within a child care setting		✓
Experience in providing care and education to children taking in to account the child's individualities.	✓	
Experience of effectively motivating, leading, deploying and managing a small team		✓
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
A good knowledge of all sections of the Early Years Foundation Stage		
A good understanding of Ofsted	✓	
Experience of an Ofsted inspection		✓
Understanding of Safe Guarding legislation and procedures that must be followed as well as an understanding of Health and Safety requirements.	✓	
Ability to keep developmental records for key children including observing and planning of activities. Be able to support other members of the team with their key children	✓	
Have a warm and positive approach to children and show leadership skills that include having the ability to give positive, encouragement, feedback and support.	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: SZ

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