1. Job Details

Job title: Senior Nursery Nurse 2 staff

School/Support Department: Corporate Services

Unit (if applicable): University Day Nursery

Line manager: Day Nursery Manager

2. Job Purpose

To work within and supervise a team of staff providing a service appropriate to the needs of early years children and their families.

3. Main Responsibilities

1. To undertake all tasks in full compliance of Child Protection Guidelines 20

2. To ensure the Health and Safety of all children and staff are in compliance with Nursery Policy and procedures 20

3. To monitor, support and evaluate staff through regular meetings collectively and individually in designated area so that staff have the motivation and skills to deliver the required levels of performance and give accurate feedback to Manager 20

4. To represent Manager/Deputy in their absence to ensure delivery of a quality service 10

5. To inspect procedures within the playroom and designated areas such as recording, observations and assessment of groups/individual children to meet the Nursery’s objectives and that of H.M.I.E and Care Commission 5

6. Liaise with Manager/ Deputy and outside agencies to enhance the quality of care to children 5

7. Take an active part in procedures for opening/ closing of Nursery and allocation of staff to ensure smooth running of Department 5

8. To prepare Development Plan and process all associated tasks 5

9. To assist in Recruitment process with Manager/Deputy 5

10. Undertakes the above duties and those of Nursery Nurse and any other additional duties as requested by management 5

4. Planning and Organising

Must be able to organise and prioritise own work routines. Motivate Nursery Staff and work as part of a team. Ensure delivery of a flexible high quality service. Give instruction and support to Nursery Staff and be a positive role model.
Supervise students on placements, training or work experience, skill seekers, modern apprentices and others in the workplace
Participate and contribute in Professional Review and Development processes
Participate and contribute in training to support professional and personal development and the delivery of the Early Years Development Plan
Organise and participate work groups for special events e.g. Open Day’s, Audit, Inspection, Sport’s Day

5. Problem Solving
Able to prioritise tasks as required to the needs of the children and staff whilst showing flexibility to adapt to an ever changing situation in line with legislation and policies
Assess the needs of the business to ensure smooth running of the Nursery never compromising on quality

6. Decision Making
Prioritise work and allocation of staff ensuring Care Commission Standards are adhered to
Make decisions in Manager/ Deputy absence in line with Nursery policies
Take part in management meetings and policy making to enhance the service

7. Key Contacts/Relationships
Must have the necessary interpersonal skills to be able to work harmoniously within a team and be helpful when dealing with children/ parents and other staff

Key daily contacts will involve dealing with Manager/Deputy, other Senior Staff, Nursery Assistants, Cook, Secretary, children and parents and outside agencies

8. Knowledge, Skills and Experience Needed for the Job
Must hold HNC in Childcare and Education, SNNEB, NNEB or SVQIII in Childcare and Education qualification and have two years supervisory experience in working with children

9. Dimensions
To work as a member of a team contributing to the delivery of a high quality, flexible, integrated early education and childcare service which cares for and develops the child by ensuring all needs are met within a safe and inclusive setting

Manager
Deputy Manager
Senior Secretary
Senior Nursery Nurses

10. Job Context and any other relevant information
Must have an Enhanced Disclosure