

## NJC Job Description

<b>Job Title</b>	Lunchtime Supervisor
<b>Department</b>	Goldington/Queens Park/Wootton Community Nurseries
<b>Grade</b>	FfB1-2
<b>Last updated</b>	March 2019
<b>Reports to</b>	Nursery Manager, Deputy Nursery Manager, Assistant Nursery Manager

### **Job Purpose** *(a brief statement summarising the overall responsibility of the post)*

To be a proactive member of a staff team that provides a safe, stimulating and inclusive environment in which children are supported and encouraged to achieve their full potential.

To support the Nursery Management team in delivering high quality care following policies and procedures implemented by the Charity.

### **Main Duties and Responsibilities** *(what are the main responsibilities of the job? This is NOT to be an exhaustive list of tasks, it should be the key accountabilities only and should only be around 8 – 10 points long.)*

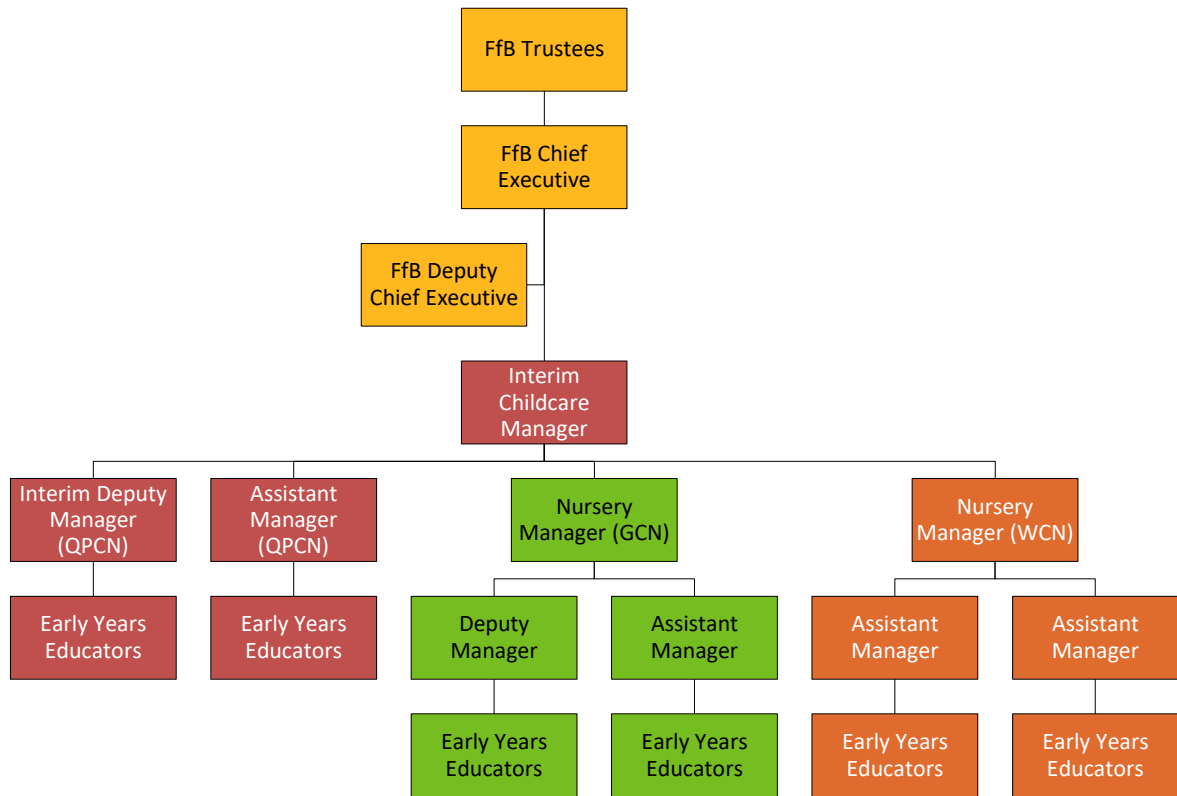
	%
1. Support and encourage the children to eat their meals and interact with the children about what they are eating.	20%
2. Provide a full range of stimulating activities to meet the individual needs of children enabling them to develop their physical, intellectual, emotional and social development.	15%
3. Support the staff during the busy periods of meal times, nappy times, and sleep times.	10%
4. Support the Nursery team in maintaining a welcoming, stimulating and safe nursery environment, equipment, communal areas and base room.	10%
5. Assist the Safeguarding Officer in keeping children safe, report concerns, contribute to records, and follow Safeguarding Policy and procedures implemented by the Charity.	10%
6. Encourage and foster close relationships with children and their parents, offering help and guidance when appropriate.	10%
7. Be aware of the profile of the Charity and uphold its standards at all times both within work and outside.	10%

## NJC Job Description

<b>Main Duties and Responsibilities</b> <i>(what are the main responsibilities of the job? This is NOT to be an exhaustive list of tasks, it should be the key accountabilities only and should only be around 8 – 10 points long.)</i>	%
8. Participate in training days, team meetings and training courses as required.	5%
9. Work alongside the Nursery management and the staff team, to ensure that the ethos of the Charity is embedded and implemented throughout the setting.	5%
10. Contribute to the daily running of the base room, plan activities and run sessions as part of the team.	5%

# NJC Job Description

## Organisation Chart



## NJC Job Description

### Context

Families First Bedfordshire (FfB) is a registered local charity spanning over 30 years with a proven record of supporting families. We provide Specialist Services programmes, Children’s Centre services and activities for families within Bedford, and Community Nurseries in Goldington, Wootton and Queens Park.

Our Community Nurseries are day care settings and pre-schools. We admit babies and children and have a mixture of fee paying families and children accessing their free entitlement to childcare. The Goldington Community Nursery achieved a ‘Good’ Ofsted grading in August 2018. There is a diverse population accessing the Nurseries which adds to the challenge and excitement of what we believe in as a Charity; that every child has the right to the best possible start in life regardless of background, culture or religion.

Our staff team are required to have an equal passion for the early years and are expected to work according to our Charity’s values;

- Honesty – A shared belief when working with families, partners and staff
- Trust – Vital in order to achieve success in our work
- Responsive – The right action at the right time
- Understanding – A non-judgemental disposition held by all
- Visionary – Striving to be the best, in practice and in reality

The Nurseries are open daily from 8am to 6pm throughout the year. Closure dates include the Christmas holiday, bank holidays and up to 4 training days per annum.

### Additional Information – Physical Effort and/or Working Environment *(insert details if these conditions exceed those normally incurred in a day to day office environment.)*

Physical Effort: Normal physical effort

Working Environment: Nursery environment

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of FfB’s employment checks and personal interviews will be required as part of the employment process.**

### Dimensions

Supervisory Management: None

Financial Resources: None

Physical Resources: Nursery equipment and resources

## NJC Job Description

### Health & Safety Risk Assessment *(please indicate which are applicable)*

- Manual Handling activities
- Regular exposure to mental pressures and demands
- Visual display equipment – regular use
- Exposure to substances hazard to health
- Exposure to infection
- Risk of verbal abuse
- Risk of physical assault
- Working alone
- Adverse environmental conditions
- Use of dangerous machinery
- Driving PSV/HGV vehicles

## NJC Job Description

### Person Specification

This acts as a selection criteria and gives an outline of the types of person and the characteristics to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Experience working with children age 0-5.	1, 2	Experience working with children with SEND.	1, 2, 5
	Experience working with the EYFS, observations and planning.	1, 2, 5		
<b>Skills/Abilities</b>	Good standard of literacy and numeracy.	1, 2,	Basic IT skills.	1, 2
	The ability to build good relationships with children.	1, 2, 5		
	Ability to work as a part of a team.	1, 2, 5		
	The ability to role model positive behaviour and execute strategies to promote effective behaviour management.	1, 2, 5		
	A positive approach to learning and gaining new skills through teamwork and training opportunities.	1, 2		
	Ability to prioritise tasks and own work under pressure.	1, 2		
<b>Equality</b>	Able to promote equality in a child friendly, non-stereotypical way.	1, 2, 4	Able to promote equality in a whole environment in variety of ways, resources, etc.	1, 2, 5
	Able to recognise and appropriately challenge discrimination and to follow the policies and procedures of the Charity.	1, 2		

## NJC Job Description

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
	Able to demonstrate clear understanding of cultural and religious issues which affect families and child development.	1, 2, 5		
<b>Specialist Knowledge</b>	A good knowledge of the Early Years Foundation Stage.	1, 2, 5		
	Knowledge and experience of working in an Early Years setting.	1, 2		
	Knowledge of child development, 0-19 years.	1, 2		
	Planning and delivering educational programs to a cohort of children under 5 years.	1, 2		
<b>Education &amp; Training</b>	Level 2 QCF in Children's Care, Learning and Development, or equivalent.	1, 2, 4	First Aid Training.	1, 2, 4
			Basic Awareness Safeguarding Training.	1, 2, 4
			Level 3 QCF in Children's Care, Learning and Development or equivalent.	1, 2, 4
<b>Other Requirements</b>	Ability to work flexible hours, after hours team meetings; Saturdays may be included.	1, 2		
1 – Application Form, 2 – Interview, 3 – Test, 4 – Proof of qualification, 5 – Practical Exercise				

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job holder will ensure that Families First Bedfordshire's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equality and diversity
- (ii) Health and safety
- (iii) General Data Protection Regulation
- (iv) Confidentiality