

## NJC Job Description

<b>Job Title</b>	Nursery Assistant Manager
<b>Department</b>	Goldington/Queens Park/Wootton Community Nursery
<b>Grade</b>	FfB4
<b>Date Updated</b>	June 2019
<b>Reports to</b>	Nursery Manager

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

Work as part of the Nursery management team to provide professional leadership of the base room and ensure that all children receive the highest standard of care and education.

Plan and deliver effective daily management of the base room in accordance with FfB policies and procedures and relevant Government legislations and OFSTED requirements.

Ensure that the base room delivers the service of the highest quality, providing a safe, stimulating and child-centred environment. Ensure children's individual educational and developmental needs are being met.

Ensure close relationships with parents are established, and quality and safety standards are maintained at all times.

Support the management team in line managing the base room team, act as a role model and address immediate staff issues.

### **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 the Nursery Manager ensuring that the team are working well, using the environment to full advantage and providing outstanding care and education to all of the children in the Nursery. Ensure staff within the base room are well deployed, within ratio, and teaching and learning is of outstanding quality. In the absence of the Nursery Manager, deputise as required, ensuring that the Nursery runs smoothly and without disruptions.

20%

2. Be familiar with all of the relevant policies and procedures and ensure that the team is following relevant legislation and OFSTED requirements at all times. Support the embedding and execution of education programs, routines and teaching practices agreed with the Nursery management team.

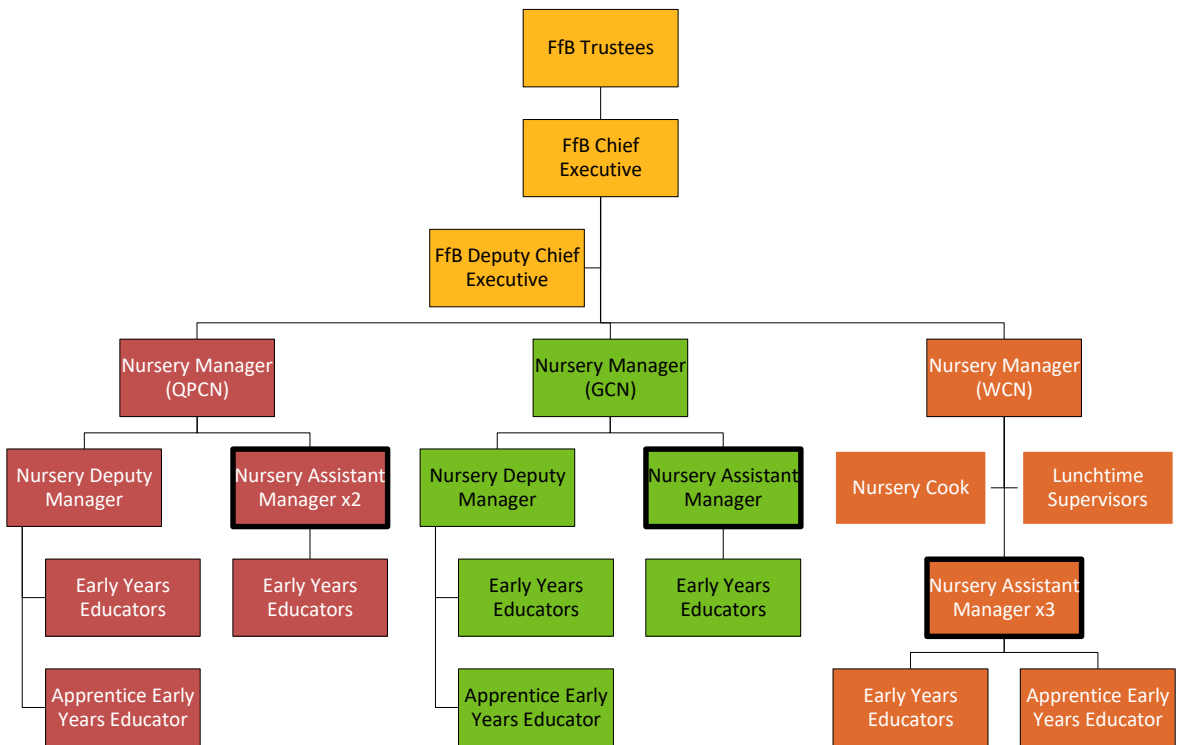
10%

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<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>	<b>%</b>
3. Ensure that the base room is always welcoming, activities are planned and set up appropriately to ensure children’s learning and development flourishes.	15%
4. Ensure that close, professional partnerships with parents are established and maintained at all times raising any concerns directly with senior members of staff.	10%
5. Follow all Safeguarding procedures, report concerns and liaise with the Safeguarding Officer to address any issues identified. Keep appropriate records and ensure the team is following relevant policies and procedures.	10%
6. Assess, record, and report on the development and progress of your key children and provide support to other staff within the base room as they work through this process. Review, develop and monitor the curriculum and activities available to children to ensure a high standard of education is maintained.	20%
7. Attend training courses as required, internal training days, staff meetings and any compulsory training that is relevant to the post. Have a commitment to own professional development and the professional development of staff within the base room.	5%
8. Ensure that all health and safety procedures are followed and monitor the environment ensuring that children are kept safe at all times. Carry out daily risk assessments and take action when necessary to ensure a safe environment.	5%
9. As a part of the Nursery management team, make decisions about immediate care of children in the base room. Keep the Nursery Manager informed of any concerns and needs of the children and participate in planning strategies to support their families.	5%
10. Be aware of the profile of the Charity and to uphold its standards at all times both within work and outside.	

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## Organisation Chart



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### 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. Goldington and Queens Park Community Nurseries have achieved a ‘Good’ Ofsted grading. 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

Wootton and Queens Park Nurseries are open daily from 8am to 6pm throughout the year and Goldington Community Nursery is open term-time only. 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 setting

**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: Early Years Educators  
 Financial Resources: Resource budget delegated by the Nursery Manager  
 Physical Resources: Nursery equipment and resources  
 Other:

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### 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

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### 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>	Demonstrable experience of working with children under 5 years within a childcare setting.	1, 2	Experience at leading a team.	1, 2
	Experience of delivering the EYFS within a childcare setting.	1, 2	Experience of OFSTED inspections in a supervisory capacity.	1, 2
	Demonstrable experience of assessing children's developmental progress against development matters and the EYFS.	1, 2		
<b>Skills/Abilities</b>	Good standard of written and spoken English.	1, 2, 5	Basic IT skills.	1, 2
	Good communication skills.	1, 2, 5	The ability to disseminate own skills and knowledge to others.	1, 2
	Demonstrable experience of building good relationships with children aged 0-5 years.	1, 2, 5		
	The ability to execute good and appropriate behaviour management strategies.	1, 2, 5		
	The ability to use own initiative.	1, 2		
	Able to work as part of a team.	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		

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**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>	Excellent knowledge of Early Years Foundation Stage.	1, 2	Knowledge and experience of Safeguarding issues.	1, 2, 4
	Knowledge and experience of working in an Early Years setting.	1, 2		
	Knowledge of child development, 0-19 years.	1, 2, 4		
	Planning and delivering educational programs to a cohort of children.	1, 2, 5		
	Good knowledge of relevant legislation, policy and OFSTED requirements.	1, 2		
<b>Education &amp; Training</b>	Level 3 QCF in Children's Care Learning and Development, or equivalent.	1, 2, 4	Other training relevant to working in an Early Years setting.	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