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| **Job Description** |
| **Post title** | Nursery Officer |
| **JE Reference No** | N7692 |
| **Grade** | Grade 5 |
| **Service** | Children & Young People’s Services |
| **Service Area** | Education & Skills – Professional Support & Development |
| **Reporting to** | The postholder will report to the Senior Officer. Given the nature of the post, the postholder will work closely with other colleagues throughout the service and other departments. |
| **Location** | Your normal place of work will be an approved location; but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

Under the direction of the Senior Officer the postholder will work as part of the DCC Early Years Team contributing to the delivery of high quality childcare services for families and children aged 0-16 years.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

To contribute to improving the quality of education and learning opportunities for services users by the following :

* To work in accordance with the EYFS and Statutory Welfare Requirements.
* To follow all safeguarding procedures and protocols of Durham County Council
* To assist in leading the provision of a stimulating range of activities both indoors and out, relevant to the needs of children in the 0-14 years age range.
* To observe, monitor and assess children’s learning in accordance with the EYFS.
* To work outdoors in all weathers for large proportions of the day.
* To plan a range of adult led activities and evaluate learning identifying next steps. To provide on the job training opportunities for colleagues and assist with training presentations.
* To encourage the children to develop their independence and individuality within supportive group care, by working as a team member.
* To treat information on work related matters confidentially.
* Maintaining accurate records
* To be willing to attend training as identified through DCC Appraisal
* To help meet the social, emotional, physical and intellectual needs of the children
* To assist in maintaining high standards of hygiene with regard to children, equipment and the premises.
* To ensure the safety of the children when leading external visits from the setting and when escorting children to and from school.
* To record and report any injury as well as any suspicious non accidental injury in accordance with safeguarding procedures.
* To ensure parents feel welcome and at ease at in the setting by encouraging participation and discussions.
* To attend regular staff meetings and in house training sessions as required out of normal working hours.
* The health, safety and welfare of yourself and anyone who may be affected by your work. In particular compliance with safe systems of work in accordance with policies and procedures of the Council and current legislation.
* Contributing to the development of good practice within the service.
* To work in partnership with colleagues, other agencies and organisations
* To undertake any other duties as appropriate to and commensurate with grade**.**

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 3 in a relevant Early Years qualification or equivalent
 | * First Aid Certificate
* Basic Food Hygiene Certificate
* Forest School Diploma
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| Experience | * Experience of working in a 0-5 day care under the EYFS framework
 | * Experience of working with children and young people in an out of school club.
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| Skills & Knowledge | * Working knowledge of EYFS and welfare requirements.
* Sound knowledge of Safeguarding procedures.
* Effective communication skills
 | * Awareness of supporting vulnerable children and their families
* Awareness of the need to set standards and have quality assurance systems
* IT skills in particular use of Microsoft Word and Publisher
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| Personal Qualities | * Ability to relate to children and their families and carers
* Efficient and effective team working
* Ability to deliver measurable outcomes
* Efficient Customer service
* Ability to keep clear and concise records
* Ability to deal with stressful situations
* High personal and professional standards
* Committed to continuous personal learning and development
* Enthusiasm and flexible approach
* Committed to and actively promote equality
* Willingness to work outside normal hours including evenings and weekends
* Committed to continuous personal learning and development
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