



SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Nursery Officer (Part Time)
Reports to: Head of EYFS
Hours: 08.15 - 13.30 Monday to Friday

Job Purpose:

- To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnership working with parents to enable children's needs to be met.

General Duties

- Effectively help to deliver the EYFS curriculum, ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).
- Keep records of key children's development and learning journeys, sharing information with parents, carers and other key adults in the child's life (to be completed in close conjunction with the Nursery Teacher).
- Develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- Support the Nursery teacher by ensuring the provision of a high quality environment to meet the needs of individual children, whilst having an awareness of any disabilities, family history and / or cultures and medical histories.
- Advise manager / deputy of any concerns, e.g. children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. INSET (full days), weekly staff meetings etc.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To actively support the school's equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.

- To maintain confidentiality and comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

Additional Specific Duties

- Aid the children's learning as effectively as possible, encouraging their development towards becoming independent learners.
- Clarify and explain instructions.
- Ensure they are able to use any equipment and materials provided.
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans / relevant learning activities to support the delivery of an enriched curriculum.
- To be able to transport pupils via the school minibus on trips and visits*

* Where applicants do not hold a D1 on their driving licence (providing a Jersey / GB licence is held), St. Michael's will provide the guidance and training required, prior to the applicant completing their minibus driving test.

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Procedure for Application

Applications should be made using the application form available together with a covering letter (no more than a page) and posted to the Headmaster, St. Michael's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG by Friday 10th May, after which references may be taken for those candidates considered for the shortlist.

Failure to use the correct application form or to attach a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone prior to noon on Monday 13th May.

Interviews will be held in the afternoon of Saturday 18th May (from 13:00) and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped that the successful candidate will begin work on 1st September 2019.