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**JOB DESCRIPTION**

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| **School/College:** | **Heacham Infant and Nursery School** |
| **Job Title:** | **Nursery Room Manager - Mornings** |
| **Grade:** | **Scale E, Pts 18 – 21, (£9.78 - £10.65/hour) (£18,870 - £20, 541 Per Annum, FTE based on a 37 hour week) Please note that salary will be pro rata.** |
| **Hours/weeks:** | **15 hours per week, 39 weeks per year (Term Time + 1 week)****This is a Fixed Term Contract to run 1st January 2018 – 31st December 2020 initially.**  |
| **Responsible to:** | **Headteacher** |
| **Working With:** | **Nursery Room Practitioners** |

**Purpose of the Job**

The purpose of this role is to provide support for the learning, wellbeing and safety of our two year old children in the nursery. This role forms part of our EYFS provision.

**Responsibilities**

To plan, prepare and review teaching, learning and provision with your team to deliver EYFS curriculum

To manage and support the two nursery room practitioners

To ensure all policies and procedures are implemented and adhered to at all times

To assist with planning, implementations and assessment following EYFS Guidelines

To act as a key carer to a small group of children so children feel happy, safe and cared for

To evaluate, plan and prepare activities to suit individual children

To attend lunchtime weekly staff meetings

To promote inclusion and work in partnership with the parents

To uphold confidentiality at all times

To adhere to school policies and procedures and demonstrate good written and verbal skills

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| A full, relevant EYFS qualification – e.g. Level 3 in Early Years or equivalent | **🗸** |  | Appl |
| A relevant paediatric 12 hour First Aid Certificate | **🗸** |  | Appl |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working within EYFS | **🗸** |  | Appl/Int/Ref |
| Significant experience of working with young people  | **🗸** |  | Appl/Int/Ref |
| Experience of managing and motivating a team |  | **🗸** | Appl/Int/Ref |
| Understanding of safeguarding | **🗸** |  | Appl/Int/Ref |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills  | **🗸** |  | Appl/Int/Ref |
| Good communication skills | **🗸** |  | Appl/Int/Ref |
| Commitment to safeguarding | **🗸** |  | Appl/Int/Ref |
| Commitment to young children and families | **🗸** |  | Appl/Int/Ref |
| Commitment to equal opportunities | **🗸** |  | Appl/Int/Ref |

Appl = Application form Int = Interview Ref = Reference