



Job Description

Job Title	Senior Child Development Officer	Department	Cassiltoun Stables Nursery
Reporting to	Nursery Manager	Grade	£9.50 per hour
Post Number		Date	April 2019

Purpose of Job

Reporting to, and directly supporting the Nursery Manager, you will be an enthusiastic practitioner with a proactive approach. Skilled in collaborative working, recognising the importance and commitment required in this senior role. You must be an excellent communicator at all levels, demonstrate diplomacy, tact and with the ability to establish clarity. The post holder will form an integral part of the nursery staff team and will contribute to the vision of Cassiltoun Stables Nursery by linking strategy to operation to ensure excellent delivery in Early Years Childcare.

Major Tasks and Job Activities

Supporting the Manager and Nursery Board, you will be responsible for the development and successful implementation of early years service at Cassiltoun Stables Nursery.

Demonstrate a sound knowledge and understanding of regulatory frameworks and keep abreast of related legislation. (Revised National Care Standards, SHANARRI, Getting it Right for every Child, Building the Ambition, Pre-birth to 3 and Curriculum for Excellence etc.

Understanding of the new SSSC Codes of Practice

Support the management and development of Cassiltoun Stables Nursery, ensuring positive performance management and effective working practices are in place.

Take responsibility for implementing the key worker system of staffing within the nursery.

Provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.

Support the Manager in taking responsibility and supervising staff, their deployment, training and development.

Support the continuing development of the nursery, ensuring staff are kept informed of and are involved in the development of the highest quality service for young children and their families.

Support financial and budgetary management of the nursery.

To be involved in Grant applications and fundraising strategy's

Support the manager with admissions and registrations of service users.

Share or delegate tasks necessary for the general upkeep and standards of hygiene of the nursery, including laundry, cleaning and equipment monitoring.

Support the Manager and staff by taking part in trips and outings.

Job Features

Planning and Organising

- You will work closely with the Manager and other senior staff to support the development and continuous improvement of the nursery
- Plan effectively and efficiently to meet curriculum requirements
- Plan and organise own workload and support staff in planning and organising duties
- Monitor staff and room practice and maintain the highest standard of hygiene within the nursery
- Anticipate the requirements of the nursery including levels of supply and demand for spaces and plan services in advance
- Support the management and organisation of effective teams

- To be innovative in implementing/evidencing better ways of learning

Decision Making

- Support operational decisions to ensure best practice is adhered to.
- Working closely with the Manager and Board implementing development strategies.

Internal/External Relationships

- Directly responsible to the Manager, you will support the preparation of regular reports, data and attend regular meetings.
- When required, deputise the role of the Manager.
- Where required you will attend relevant forums/ groups and ensure accurate and timely communication of information.
- Liaise with staff and parents, ensuring communication systems are effective and that staff are aware of their roles and responsibilities.
- Support and facilitate staff team meetings.
- Establish communication systems to share information throughout the team efficiently and effectively.
- Link with relevant agencies to provide excellent integrated services.
- Form positive professional relationships with community service providers.

Problem Solving

- Approach each area of development with a professional attitude.
- Apply convergent and divergent approaches to challenges.

Quality

- Be responsible for delivering high quality childcare and have the ability to understand and apply quality assessment tools.
- Assess and manage risk, carrying out relevant assessments.
- Adhere to all Environmental Health and infection control legislation.
- Observe, help develop, implement and promote Cassiltoun Stables Nursery Policies and Procedures.

Budgets and Finance

- Support the Manager in preparing and gathering information for budgets, income and expenditure reports.
- Ensure all service users treat resources with care and minimise waste
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Regulatory Requirements

- Have full understanding of the National Care Standards and be able to relate this to staff, to promote excellent working practices.
- Comply with SSSC Codes of Practice.
- Contribute to the completion of Care Inspectorate online returns and Quality Assurance.

Development

- The postholder will play an integral part in developing policy and procedure.
- Support the development of Cassiltoun Stables Nursery; e.g our position in the market place, identifying market gaps, competition, pricing, marketing and making development recommendations.
- Provide specific information on demand for services and develop systems for effective and efficient use of resources.
- Commitment to the business development of Cassiltoun Stables Nursery.
- Responsibility for implementing curriculum development using national curriculum documents.
- Through planning, you will develop and promote learning opportunities for all aspects of the curriculum with emphasis on active play.
- Demonstrate a commitment to your own Continued Professional Development and that of your team.
- Take part in, and conduct, performance reviews and appraisals.
- Undertake and arrange research to inform training.
- Mentor and support students and modern apprentices.

General

- Any other relevant duties identified as appropriate by the Manager or Board of Cassiltoun Stables Nursery.
- To observe and promote Equal Opportunities, customer care and Equality and Diversity policies at all times.
- Comply with the relevant Health and Safety Legislation which impacts on employees duties and responsibilities.
- To attend meetings outwith normal working hours, as and when required.

I have read, accept and agree to be bound by the conditions and duties stated in this job description.

Signed.....

Date.....

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Category	Essential Criteria	Desirable Criteria
Experience	<p>Minimum of 2 years' experience delivering pre-birth to three Framework</p> <p>Experience of developing services and planning to meet parental needs</p> <p>Experience of supervising teams and individuals, motivating and supporting staff</p> <p>Experience of implementing self-evaluation: How good is our early learning and childcare and the New National Care Standards</p> <p>Experience of assessing children's individual needs and progress</p>	<p>At least 2 years' experience in a similar role</p> <p>Experience of developing, monitoring and evaluating curriculum and service development planning within defined activities and timescales</p> <p>Financial awareness and the ability to work within a budget</p> <p>Enthusiasm for Outdoor active play (Forest School)</p>
Skills and Abilities	<p>Excellent communication skills with all levels of staff and service users</p> <p>I.T literate (word and excel)</p> <p>Ability to compile reports and present findings to service users</p> <p>Excellent recording and reporting skills</p>	
Qualifications & Knowledge	<p>Must hold HNC/SVQ3 or equivalent in Childcare and Education and hold or be working towards SVQ4 Children's Care Learning and Development</p> <p>Comprehensive understanding of Pre birth to Three curriculum document</p> <p>Extensive knowledge of current Child Protection legislation and requirements Registration with SSSC (registration should be held or documents should have been submitted)</p> <p>Conversant with Health and Safety Procedures and legislation</p>	<p>A current first aid training certificate</p>

	Additional Early Years / Additional Support for learning qualification Recent Child Protection Training	
Personal Qualities	Organisation and planning skills Enthusiasm for Active Play Ability to exercise initiative and innovation	Good problem solving ability Able to work under pressure, set to timescales and meet deadlines