



Job Title : Nursery Supervisor (GEN 44)	School : Mordiford Primary School
Responsible to : EY co-ordinator, headteacher	Hourly rate : Grade 04 HC (12.65-13.05) @ April 2024
Main Purpose of the Job : <ul style="list-style-type: none">• To provide safe, nurturing, high-quality education and care for pre-school children;• to fulfil legal and statutory requirements;• to supervise staff on a day to day basis;• to contribute to and implement pre-school policies.	
Main Duties and responsibilities : <ul style="list-style-type: none">• Provide a safe and nurturing and environment with the children's needs at the heart of decision making.• Be responsible for the day-to-day management of the Nursery, encouraging good practice by the staff team with regard to individual and group work with the children.• Liaise with EY Coordinator on planning, preparation and operations.• Develop excellent communications with parents/guardians encouraging them to participate in their child's progress and development.• Observe each child's progress and report to EY coordinator on achievements.• Where appropriate, operate and participate in a keyworker system.• Be able to liaise with external agencies ie, OFSTED, EYDCP• In consultation with the EY Coordinator and Nursery team formulate, operate and evaluate a programme of activities, suitable for the age range of the children following the Development Matters within the Foundation Stage.• Create a stimulating and attractive environment.• Supervise children at play (indoor and outdoor) and at mealtimes.• Ensure that all required standards, ratios and conditions of registration are maintained at all times.• Organise parents meetings and open days as required.• Prepare for OFSTED inspections and address any recommendations made, with the support of the EY coordinator.• Attend staff meetings as and when appropriate.• Attend training as part of own professional development.• Undertake safeguarding training at appropriate level to the role.	
Other responsibilities <ul style="list-style-type: none">• To comply with statutory requirements of legislation concerning safeguarding, including child protection and equal opportunities.• To comply with statutory requirements of legislation concerning health and safety on site.• To follow the relevant procedures for ensuring that information and data is collected and recorded accurately and not in breach of Data Protection Law.• To follow the guidance in Mordiford Staff Handbook.• To uphold Mordiford School Values : Love, compassion and respect.	



Job Activities:

- To attend staff meetings and training sessions as required.
- Participate in all self-development activities, including appraisals, etc.
- Develop positive relationships with other staff working within the Nursery.
- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
- Ensure the general cleanliness of the children at all times.
- Be familiar with all emergency and security procedures, e.g. fire procedures, routines for dropping off and collecting children.
- Adhere to all policies and procedures including attendance at meetings, preparation of reports and any other duties as required e.g. Risk Assessments.
- Ensure the Equal Opportunities Policy is adhered to at all times.
- Assist in maintaining minimum National Standards for Day Care.

General information:

- The post holder will be required to comply with organisation's policies and procedures.
- The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.
- The postholder will promote Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.
- Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults.
- It is an essential requirement that employees are aware of the School Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Signature :

Date :