

**ORGANISATIONAL STRUCTURE**

The postholder will be responsible for assisting management with the day to day running of the nursery. The postholder will be accountable to the Area manager, Manager and Deputy Managers (management).

**MAIN PURPOSE OF JOB**

To assist management to ensure a high standard of physical, emotional, social and intellectual education and care for all the children placed in the nursery.

To assist management in supervising and supporting the other team members within the nursery.

To assist management to manage the nursery on a day to day basis in terms of limited administration.

**MAIN DUTIES**

* To have up to date First Aid at all times and to administer medication as required.
* To assist management in supervising and supporting all team members within an allocated area in the nursery with their day to day duties.
* To converse with prospective parents when being shown around the nursery by management in a welcoming and friendly manner. To ensure that both children and parents feel at ease with, and confident in the nursery.
* To sign minor accident and incident forms and report this to management.
* To administer medication within your area of responsibility. This should be recorded and countersigned as per ‘Administration of Medication’ policy.
* To contact parents of children within your area of responsibility to report minor incidents or if the child is unwell.
* To deal with any team member whose behaviour is not deemed appropriate, at the soonest opportunity and in confidence. To record this and inform management immediately.
* To be involved in liaising with the local authority and other professionals associated with the nursery and to building and maintaining relationships with the local community.
* To assist with the efficient upkeep of the building and the maintenance/stock of equipment, furnishings and fittings, ensuring that a high standard of hygiene is maintained.
* In conjunction with the team members in your area of responsibility, formulate and operate a programme of activities suitable to the age range of the children in their group.
* To assist with the administrative duties associated with the management of the nursery, e.g to maintain sufficient records on all children and their families, informing the manager of the need to order additional equipment and food, to maintain an inventory, to take the daily register and record reasons for children’s absence in your area of responsibility.
* To be an administrator for Little Vista and update immediately any details of children in your area of responsibility.
* To ensure room diaries/accident books are kept up to date and checked monthly within your area of responsibility.
* To assist with the appropriate agencies regarding trainee/student placements and to assist with their supervision accordingly within your area of responsibility.
* To assist with the arrangement of room meetings monthly or more often if necessary and as appropriate and relay all information discussed to the manager.
* Be prepared to drive nursery vehicles to transport children.
* To assist with establishing and maintaining effective communications with other agencies.
* To work with the local community to ensure that the philosophy behind the nursery is fulfilled.
* To assist with ensuring the staffing ratios and requirements, e.g monthly fire drills, laid down by Social Services, are upheld.
* To make the manager aware of any training needs for team members where a need is identified. This should be internal or external training.
* To be willing to attend further training if a need is identified.
* To assist with annual staff appraisals and regular staff supervision within your area of responsibility.
* To ensure the policies and procedures are upheld at all times, or to deal with this immediately if otherwise.
* To keep management up to date with any relevant significant information regarding your area of responsibility.

102 Queensway, Lambeg, Lisburn, BT27 4QP 9260 4562 [queensway@littleraysnursery.com](mailto:queensway@littleraysnursery.com)

83 Galgorm Road, Ballymena, BT42 1AA 2565 4048 [ballymena@littleraysnursery.com](mailto:ballymena@littleraysnursery.com)

3 Main Street, Moira, BT67 0LE 9261 9001 [moira@littleraysnursery.com](mailto:moira@littleraysnursery.com)

Brownlee PS, Wallace Ave, BT27 4AA 07851721557 brownleepreschool@littleraysnursery.com

Registered Office; 102 Queensway, Lambeg, Lisburn, BT27 4QP. Reg. No. NI 050978

www.littleraysnursery.co.uk