

Job Specification

Nursing Officer

Key Competencies

Physically capable	Comfortable with IT
Medically fit	Good timekeeper
Self motivated	Pays attention to detail
Honest	Organised
Reliable	Assesses needs
Takes initiative	Consults appropriately
Accepts responsibility	Makes sensible plan
Good judgement	Meets deadlines
Flexible	Able to deal with difficult situations/ conflict
Able to work on own	Knowledgeable
Practical	Team player
Presentable	Motivator
Recognises and able to work to required standard	Understands instructions
Adaptable to change	Can instruct children
Willing to learn	Speaks up if experiencing problems
Pragmatic	Listens
Able to see the bigger picture	Speaks appropriately to staff, children and parents
Independent transport	Able to report on children appropriately
Keen	

Qualifications

Minimum SVQ 3 or equivalent.

Experience

Suitable experience in childcare setting

Line Manager

Responsible to Team Leader for the efficient operation of one of the nursery teams within the childcare centre and the general welfare, education and security of children within the area of responsibility.

Hours

Hours will be flexible as required by the Care Manager, up to 45 hrs per week.

Leave

24 days paid leave pa. Public holidays are not given as leave. Block leave is used at Christmas and Hogmanay.

Pay Band

Between £6.00 and £6.75 per hour, depending on ability and experience.

Main Duties

- Maintenance of daily schedules and registers for one age group team
- Maintenance and development of the curriculum for one age group team
- Planning suitable activities in accordance with stated policies
- Carrying out suitable evaluation and reporting on children and educational activity within the area of responsibility
- Ensuring parental and child involvement with all aspects of planning, evaluating and reporting,
- Maintenance of current best practices
- Maintenance of standards and policies laid down in the Policies and Procedures Manual
- Suggesting improvements to Policies and Procedures manual to the Team Leader
- Supervision of care staff within the area of responsibility