

**JOB DESCRIPTION**  
**Pre School Nursery Officer**  
**Vacancy Ref: N2511**

<b>Job Title:</b> Pre School Nursery Officer	<b>Present Grade:</b> 4S
<b>Department/College:</b> Facilities	
<b>Directly responsible to:</b> Pre School Centre Manager , Senior Nursery Officers	
<b>Supervisory responsibility for:</b> Nursery Officers , Nursery Assistants, Support Assistants, Work placements, Childcare students	
<b>Other contacts</b>	
<b>Internal:</b> University Departments; University staff and students requiring childcare services	
<b>External:</b> External customers, Parents of children, NNEB tutors, Health Visitors	
<p><b>The Role:</b></p> <ul style="list-style-type: none"> <li>• To work as a flexible member of a team providing a stimulating, educational and safe play environment in which children can develop their physical, emotional, communication, intellectual and social skills</li> <li>• To liaise with parents and to work together with them to ensure that relevant records are frequently updated</li> <li>• To establish and maintain a relationship with parents. Involve parents in their child’s development and exchange information relevant to the child’s well being</li> <li>• To develop project interest within the Centre and to organise and display artwork</li> <li>• To be responsible for safety and hygiene within specific areas, reporting any defects in the equipment or fabric of the building to the Pre-School Centre Secretary</li> <li>• To administer first aid to children and record accidents as necessary. To monitor the children’s health and discuss with the Manager or Senior Nursery Officer any concerns regarding the wellbeing of children</li> <li>• To provide guidance and supervision for trainee nursery nurses, N.N.E.B students, those on work experience and volunteers</li> <li>• Any other duties appropriate to the grade of the post as directed by the Manager or Senior Nursery Officers of the Pre-School Centre or nominated representative</li> </ul> <p><b>It is a requirement that the post holder holds a relevant qualification, NNEB, BTEC in Nursery Nursing or equivalent and receives an Enhanced Criminal Records Bureau Disclosure.</b></p>	