

**ROLE PROFILE FORM**

**Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.**

**Role Profile Form Number: 02322**

**Role Profile Date: 19.04.07 (Revision)**

- 1. DEPARTMENT:**  
Children's Services
- 2. SECTION:**  
Early Education & Childcare Unit/Schools
- 3. GROUP/SPECIALISM**  
Children's Centre/Nursery/Early Years Centre
- 4. ROLE TITLE IN FULL :**  
Senior Early Years Practitioner/Deputy Manager
- 5. SAP ROLE TITLE**  
Senior EYP/Deputy Manager
- 6. NEW ROLE PROFILE  
DATE OF AMENDMENT**  
17 April 2007
- 7. REPORTS TO**  
Nursery Manager
- 8. ROLE PURPOSE :  
(why the role exists)**  
To assist with the management and operation of the nursery as part of an integrated service providing a high standard of early education and childcare that meets the needs of all local children and their families.

**9. ORGANISATION**

**Centre Manager/Headteacher/Deputy Headteacher**



**Nursery Manager**

**Senior Early Years Practitioner/Deputy Nursery Manager**

**Early Years Practitioners/Early Years Assistants**

**10. Accountabilities**

**Service Delivery**

- To work in partnership with the nursery manager to lead a team of nursery staff
- To work as part of a multi agency team in meeting the needs of individual children and their families
- Create an environment which ensures that all children receive a high standard of care and stimulation enabling them to achieve their full potential
- To plan, implement and monitor the curriculum in conjunction with the Nursery Manager, to ensure that the individual physical, intellectual, emotional and social needs of each child are met
- To support the nursery manager in all aspects of nursery management and in line with current legislation
- Assist in the development of policies and procedures and risk assessments to ensure safe, effective management of the nursery
- Monitor and ensure high quality and safety standards are maintained in the nursery at all times
- To work as a key worker to a group of children, observing, monitoring, reviewing and recording the development of each child, including the suitability of the curriculum for fostering the child's development
- To maintain accurate records and produce reports as necessary
- Work with the centre manager and nursery manager to enable provision to be responsive to the needs of the community
- To deputise for the nursery manager as necessary, taking responsibility for the management of the nursery if needed, attending internal and external meetings etc
- Inform regularly and liaise fully with the nursery manager on all aspects associated with the running of the nursery and comply with the policies laid down
- To keep up to date with current research and developments related to working with children and families and seek further training and professional development as appropriate
- To attend to the physical needs of the children including nappy changing, toilet training/supervising and feeding.
- To act as a key holder for the nursery

### **Partnership with Parents**

- To maintain good working relationships with parents and to develop an understanding of the diverse needs of individual families and communities
- To carry out home visiting as part of a multi agency team and in line with the centre outreach programme as required
- To foster and maintain relationships with parents as partners in their child's care, development and learning
- To work with the nursery manager and centre staff to provide a range of relevant opportunities for parental support and involvement

### **Resources**

- To ensure the safety of equipment and premises and to report any defects to the manager
- To ensure all toys, equipment, rooms and play areas are kept safe and hygienic at all times and as clean and tidy as practicable

### **Staff Management and Teamwork**

- To work co-operatively as part of a team and where necessary provide cover for other nursery staff
- To attend and participate in staff meetings
- To assist in the planning and amending of staff rotas to ensure the correct ratio is maintained at all times
- To assist in nursery staff training, motivation and appraisal
- To play an active part in the induction and probationary period of new staff
- To deputise for the nursery manager as necessary

### **Health, Welfare and Safety**

- To assist with the development of policies and procedures and risk assessments to ensure safe, effective management of the nursery.
- To monitor and ensure that high quality and safety standards are maintained in the nursery at all times.
- To ensure that all accidents are attended to immediately as a trained first aider immediately

### **Administration and Finance**

- To ensure that all necessary records for each child are maintained and to produce reports as necessary including those required for Social Care and Ofsted Teams
- To assist with publicising the nursery including open visits from prospective users

Corporate and statutory initiatives – equalities/health & safety/e-government/sustainability

- Implementation of Hampshire County Council's Equal Opportunities Policy – to ensure health, safety and welfare of all users of the nursery

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- To act in accordance with national policy and current legislation relating to nurseries and those issued by HCC

### **11. Key Decision Making Areas in the Role**

- a. Assess the overall development and progress of children and refer any concerns to the nursery manager
- b. Assist with staff deployment/work allocation and supervision
- c. Assist with decisions on learning experiences , methods , environments and resources
- d. Take First Aid action ( minor) and administer medication as prescribed by a GP and in line with centre/school policies and procedures
- e. Identify and report any building or equipment defects to the nursery manager

### **12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)**

- No of staff 7-20
- Number of children registered for 26-150
- Parents and families

### **13. Main Contacts – external/internal customer contacts and purpose**

- Children : daily
- Parents/carers : daily as part of key worker system to meet / greet and liaise regarding day to day information /concerns
- Nursery /centre/school staff : daily – deploy , allocate work discuss children
- Other agencies : regular contact with a range of agencies regarding individual needs of children

### **14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.**

- Exposure to bodily fluids; nappy changing, vomit etc
- Bending ,stretching and working at low levels e.g. on the floor
- Lifting, carrying children and equipment

### **15. Role requirements for operational effectiveness.**

- A minimum of 3 yrs post qualifying experience of working with children in age range
- Hold appropriate qualification e.g. NVQ level 3 qualification or equivalent
- To acquire and maintain an appropriate first aid qualification
- Knowledge of the curriculum 0-5 yrs
- Ability to develop and maintain positive relationships with colleagues, parents, children and partnership agencies
- Understanding of policies, procedures and government legislation relating to early education and childcare
- Able to meet the needs of individual children and their families

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- Good team player who can contribute effectively to a multi agency approach
- Good communication and interpersonal skills
- In Children's Centre roles, a sound understanding of the role of children's centres as part of extended services in meeting the needs of local communities
- Ability to work on own initiative and prioritise workload
- Willingness to continue with own professional development

### **16. Context/Additional Information**

- To perform any other duties as required by the nursery manager or children's centre manager/school leadership team, particularly when related to the further development of an integrated service for children and families