

Job Title: Senior Nursery Worker
Responsible to: Llanyrafon Playgroup Committee and Nursery Management
Salary: Exceeds National Minimum Wage

Hours of Work: Monday-Friday 12.15pm-3.30pm (minimum)

16.25 hours Per Week, Term Time Only. Possibility of extra hours if needed to cover morning nursery and if desired, more hours can be discussed.

If successful in the role, there is the potential to progress to management and more hours.

Location: Llanyrafon Social Club

We are a non-maintained charity run nursery in Llanyrafon, Cwmbran. We are a pack away setting and are open term time only. We are EYP funded for nursery sessions mornings and afternoons. We also offer Welsh Government 30 hours childcare. Applicants must have an NVQ 5 or be working towards, or equivalent in Early Years' childcare and development.

We are looking for a person who can run the afternoon nursery sessions of up to 26 children and supervise a small number of staff.

If successful in the role, there is the potential to progress to management and more hours.

Purpose of job:

The Supervisor will be responsible for running of the afternoon sessions and promoting high quality provision for the children and to ensure safe, stimulating play for each individual child.

Main Duties:

- **Ensure the provision of a safe, stimulating early years' environment in which children are able to learn and play through planned activities.**
- **Help to plan, prepare and deliver activities which meet children's individual developmental needs in line with Foundation Phase including evaluation and assessment, with the assistance of all staff.**
- **Have up to date knowledge of curriculum planning, assessment and reporting and be able to support staff with this.**
- **Follow guidelines and procedures for child protection and safeguarding as recommended by registering authority.**
- **Administer first aid as required.**
- **Ensure the groups equipment is put away at the end of each session.**
- **Implement procedures for children with ALN.**

- **Work in partnership with parents ensuring they are kept fully involved and informed about their child's activities and progress and encourage parental involvement.**
- **Co-ordinate and supervise the assistants.**
- **Treat all children, parents, staff/colleagues with respect and provide an example of good conduct that you would expect others to follow.**

Administration

- **Carry out any-day administration, registers, record keeping.**
- **Work with Registered persons to review and amend all policies and procedures annually in line with CIW regulatory requirements.**
- **Attend internal and external meetings as necessary to ensure the successful delivery and development of service.**
- **Keep confidential any information regarding children, their families and other staff.**
- **Work in partnership with other agencies and professional bodies as and when required.**

We are a small and friendly team and can fit in perfectly with someone who desires term time only work.

Please forward your C.V to;

**Registered Person,
Llanyrafon Playgroup,
Llanyrafon social centre,
Llanyrafon Way,
Cwmbran NP44 8HT.**

Closing date for applications – March 6th 2020

For any enquires please call: 07761607540 and ask for Shelly Wilks or Erika Abbott.

Person Specification

E = Essential

D= Desirable

- (E) To Possess a relevant qualification as defined by the registering authority (Level 5 minimum) In early years and childcare.**
- (E) At least 2 years' experience of working with pre-school aged children.**
- (D) Experience of supervising staff or volunteers.**
- (E) Knowledge and practical experience of CIW legislation relevant to the childcare provision.**
- (E) Knowledge and practical experience of ESTYN legislation relevant to the provision.**
- (E) Knowledge and practical experience of Foundation Phase curriculum.**
- (D) Ability to produce appropriate planning for all children's needs.**
- (E) Ability to communicate effectively with a wide range of individuals and organisations.**
- (E) An understanding of commitment to equal opportunities.**
- (E) An understanding of play and child development and the ability to meet children's individual needs.**
- (D) An ability to demonstrate a wide range of practical play work skills.**
- (D) Current First Aid certificate**
- (D) Current Basic Food Hygiene certificate**
- (D) Current Safeguarding certificate**
- (D) Experience of implementing risk assessments and policies.**
- (E) Ability to incorporate basic Welsh into children's learning.**