

**Lydalls Nursery School**  
**Job Description**

**Title: 2 Year Old Base, Wraparound Care and Holiday Club Co-ordinator**

Lydalls Nursery School, Chameleon Club (Currently all year round but may revert to term time only in the future)

Grade 8

Expected Working Hours between 30.25 hours and 34.75 hours per week (to be confirmed)

**Responsible to: Headteacher**

**Job Purpose**

- To lead and manage the 2 year old base, breakfast club and holiday childcare provision (Chameleon Club)
- To be a member of the Senior Leadership Team at Lydalls Nursery School
- To provide high quality, inclusive learning opportunities in a nurturing and stimulating environment for children aged 2 –5 years
- To establish and develop an effective and consistent key person approach with individual children and their families/carers
- To work in partnership with families/carers, the local community and other professionals

**Key Tasks to lead**

- promoting Lydalls Nursery School's vision and values throughout provision and practice
- lead the Chameleon Club team, supporting other team members and contributing to Senior Leadership team and other meetings as necessary
- lead Chameleon Club Committee meetings
- the Chameleon Club daily administration including the keeping of registers, allocation of staff within ratios and relevant Health and Safety admin
- ensuring compliance with all Lydalls Nursery Schools policies and procedures
- ensuring compliance with the statutory framework for Early Years Foundation Stage
- Leading safeguarding procedures within the 2 year base and holiday club in line with the school and County Council policies and in coordination with the Headteacher
- oversee health and safety procedures within the 2 year base and holiday club in line with the school and County Council policies and in coordination with the Headteacher
- planning learning experiences that are based on knowledge of individual children through observation, assessment and a secure understanding of child development
- providing a nurturing, stimulating and challenging environment for children both indoors and outdoors
- co-ordinating and keeping appropriate records for individual children
- reflecting on personal practice, and contribute to the monitoring and evaluation of practice and provision within Lydalls Nursery School
- implementing action points and recommendations from external advisors to school including the Local Authority and Ofsted

- signposting families to sources of advice and support working alongside other professionals
- support staff in establishing consistent, stable relationships with individual children and their families/carers
- promote equality of opportunity and inclusive practice.
- actively promote Lydalls Nursery School and Chameleon Club within the local community
- manage and purchase resources including food for breakfast and holiday club sessions
- write and present reports as required
- undertake such other duties as may reasonably be required by the Headteacher

## Person Specification – Daycare Co-ordinator Grade 8

### Education and Training

Essential	Desirable
<p>Recognised Level 3 qualification relevant to early years e.g. NNEB, NVQ3 in early years care and education, Diploma in Pre School practice</p> <p>Safeguarding training</p> <p>Evidence of commitment to ongoing personal and professional development</p> <p>Paediatric First Aid Certificate</p>	<p>Working knowledge of Excel, Word and online learning journeys</p> <p>Early Years Professional Status/ Early Years Teacher Status</p> <p>Lead Safeguarding Training</p> <p>Health and Safety Training (Fire Marshall, COSHH)</p> <p>Food Hygiene Certificate</p>

<b>Relevant Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<p>Minimum of 3 years direct experience of working across the age range of 2-5 years (specific experience of working with 2 year olds)</p> <p>Experience of being a key person to a group of children and families in a setting</p> <p>Be able to recognise and respond to individual children's needs, routines, interests and development and plan next steps in learning</p> <p>Be able to observe, plan and keep records for individual children's development and learning and for groups of children</p> <p>Be able to support and extend children's holistic development through a stimulating and challenging environment both inside and out</p> <p>Experience of working with children for whom English is an additional language</p> <p>Experience of working with children with additional educational needs</p> <p>Experience of working with other professionals/services</p> <p>Evidence of supporting colleagues within an early years setting</p> <p>Evidence of working with parents/carers</p> <p>Evidence of working to policies, procedures, and national standards</p> <p>Be able to contribute to meetings</p> <p>Able to write reports</p>	<p>Experience of leading a team</p> <p>Experience of working with and supporting more complex family situations; Early Support, early intervention, team around the family and funded 2's</p> <p>Planning timetables and routines</p> <p>Experience of leading meetings</p> <p>Experience of budget monitoring and control</p>
<b>Knowledge/ Aptitudes</b>	
<b>Essential</b>	<b>Desirable</b>
<p>Effective written, verbal and non-verbal communication skills with both adults and children</p> <p>A thorough knowledge of the EYFS statutory framework and the statutory welfare requirements within it</p> <p>A thorough knowledge of 'Development Matters in the Early Years Foundation Stage'</p> <p>Ability to lead and work as part of a team, and to promote team working amongst other staff</p> <p>Ability to reflect on professional practice</p> <p>Commitment to promoting the setting's vision and values throughout provision and practice</p> <p>Commitment to inclusive provision and practice, including equal opportunities and race equality and to a provision that responds to each individual child and family</p> <p>Secure knowledge of safeguarding procedures</p> <p>Ability to set boundaries for children and manage their behaviour appropriately and sensitively</p> <p>Commitment to working with other professionals</p> <p>Commitment to personal professional development</p> <p>Ability to solve problems, make decisions, take the initiative and to be flexible</p> <p>Able to maintain confidentiality at all times</p>	<p>Ability to advocate for the needs of children, families and the local community</p> <p>Ability to link theoretical knowledge and professional practice</p>
<b>Other</b>	
<b>Essential</b>	
<p>Able to maintain a physically active role in the running of the 2 year base, breakfast club and holiday club including bending, stretching, working at low levels e.g. on the floor and moving and handling of children, furniture and equipment etc.</p>	