

The Leicestershire College

Job Description

1. Job Details

Job Title:	Nursery Officer
Department:	Nursery
Reporting To:	Nursery Manager
Competency Level:	Business support 1
Hay Grade:	G2
Salary:	£25,266 - £26,538 per annum
Date of Job Evaluation:	March 2026
Date:	March 2026

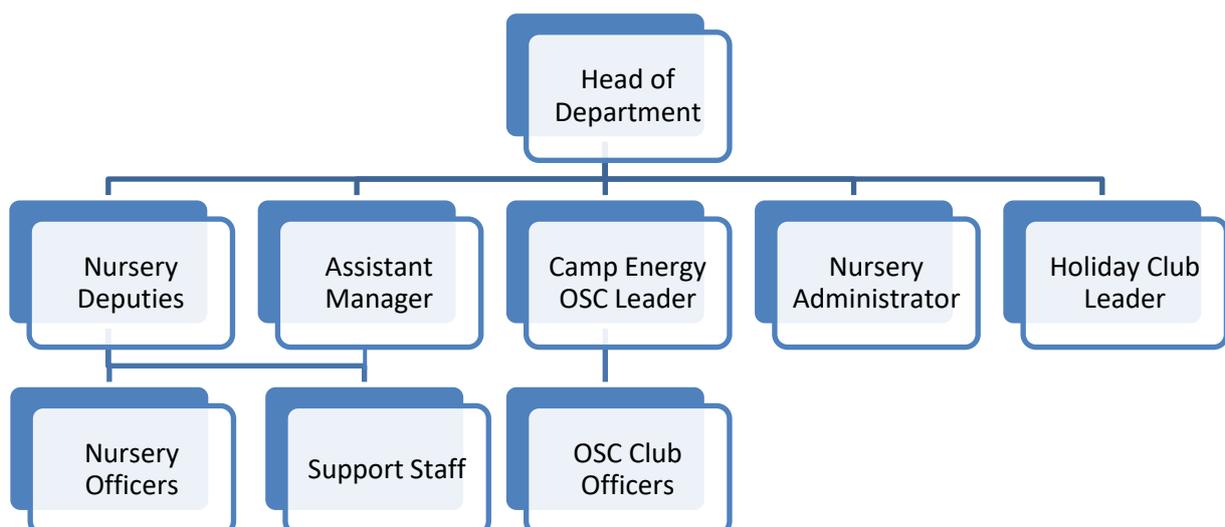
2. Job Purpose

To become part of the Radmoor Childcare team, supporting the day to day running of the provision, ensuring that ratios are maintained, and all children's needs are met in a safe, stimulating and nurturing environment.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- To assist with the setting up of your allocated working room ready for the daily activities/children to arrive, this will be in line with your working shift pattern. Ensuring you arrive on time, ready to work at your allocated start time
- To ensure that the environment is safe, welcoming and caring at all times
- To plan, prepare and carry out a variety of activities and experiences providing life skills for the children, supporting all areas of development
- To deliver high quality learning experiences for all children ensuring that they are age appropriate
- To support the individual needs of a child, ensuring that activities planned are age appropriate, meeting a child's next steps
- To be an allocated 'Key worker' to children within a set room, recording their progress, completing trackers and progress summaries
- To be responsible for maintaining a child's learning journey
- To undertake responsibility of an additional role in a specific area of the nursery

- To provide mentoring, support and supervise new staff and students
- To demonstrate a commitment to equal opportunities, diversity, and inclusion; The promotion of British values and be aware of the PREVENT strategy
- To support the day-to-day administration relating to record keeping
- To be responsible for your base room and children’s learning environment. Making daily decisions and sharing these with colleagues working within the room
- To safeguard children, young people, and vulnerable adults that you may come into contact with, in line with the guidance and procedures of the Local Safeguarding Children’s Board (LSCB)
- To build and maintain outstanding partnerships with parents, carers, and colleagues
- To support all inspections relating to the Nursery e.g.: Ofsted. Environmental Health. Funding Audits
- To ensure all policies and procedures are followed and Ofsted requirements are met at all times
- To be flexible within working practices, supporting Radmoor Childcare as a ‘whole’
- To promote high standards of Radmoor Childcare provisions at all times to parents, staff, and visitors
- To attend out of hours’ meetings as appropriate
- To carry any duties that may be required by the Radmoor Childcare Management Team

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Plan, prepare and carry out effective activities	Children engaged and learning
Support the partnership with parents and shared provisions	Effective use of shared information
Support record keeping for individual children	Children’s ‘Next Steps’ identified
Take part in planning/team meetings	Activities well planned and staff well informed

8. Key Working Relationships and Communications

Internal: Nursery Manager, Assistant Manager, Nursery Deputy, Club Leader, Colleagues and Children. - All relating to childcare/Appraisals/In house Training/Staff Meetings

External: Parents, Carers, School Teachers, Social Care, Health Visitor, Outside Professionals, Police. - Relating to Development, Health & Wellbeing of the child.

9. Scope for Impact

Not applicable.

10. Competency Profile

The following profile is a description of the required competencies of the role:

<p>Working with Excellent People</p> <p>Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team.</p> <p>Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Responsiveness</p> <p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas.</p> <p>Always considers longer term impact of own tasks. Identifies problems in own work area, collaborates with others to implement solutions.</p> <p>Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.</p>
<p>Ensuring Financial Sustainability</p> <p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Self-Awareness</p> <p>Manages own health, safety and wellbeing; complies with College policies.</p> <p>Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.</p>
<p>Delivering Excellent Quality</p> <p>Understands customer expectations; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge.</p> <p>Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Hold a minimum Level 3 Child Care Qualification/ Play Works	•		Application/ Interview
2.	Current First Aid Certificate or willing to work towards		•	Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience of working within the childcare sector	•		Application/ Interview
5.	Experience of working in a Nursery environment		•	Application/ Interview
6.	Experience of working in an out-of-School/Holiday club		•	Application/ Interview
7.	Experience of planning a variety of activities to suit age ranges 0-11 years	•		Application/ Interview
SKILLS & KNOWLEDGE				
8.	Knowledge of Early Years Development	•		Application/ Interview
9.	Knowledge of EYFS Framework		•	Application/ Interview
10.	Ability to assist in providing and facilitating safe, stimulating, challenging and fun activities ensuring that individual needs of the children are met at all times	•		Application/ Interview
11.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
12.	Ability to work well within a team	•		Interview
13.	Outstanding communication skills	•		Interview
14.	Ability to comply with professional standards at work	•		Interview
15.	Show commitment to the improvement and be able to maintain high standards	•		Interview
16.	Demonstrate a commitment to equal opportunities, diversity and inclusion; The promotion of British values and an awareness of the requirements of the PREVENT strategy.	•		Interview
17.	Promote the College's equal opportunities policy and practices	•		Interview
18.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in March 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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