

HUMMING BEES DAY NURSERY

[\(contact@hummingbeesdaynursery.com\)](mailto:contact@hummingbeesdaynursery.com)

Salary is dependent on qualifications/experience. No closing date as yet, anticipating the Nursery to open in January.

NURSERY WORKER (X5)

Job duties include:

- * Planning and supervising activities such as arts and crafts, music, baking and building
- * Teaching literacy and numeracy through play-based lessons
- * Singing, role play and story telling
- * Taking children on outings
- * Feeding and changing children
- * Making observations and reports to log children's development
- * Ensuring the health and safety of the children
- * Communicating effectively with parents, children and other staff

NURSERY SUPERVISOR (X3)

Job duties include that of a Nursery Worker plus:

- * Leading your allocated room and the staff within it ensuring everyone is performing their set tasks
- * Performing staff appraisals with the help of the Nursery Manager
- * Delivering training and support, with help of the Nursery Manager
- * Covering the Nursery Manager when he/she is not available
- * Ensuring the curriculum is being taught to the highest standard
- * To delegate tasks within your allocated room

NURSERY MANAGER (X1)

Job duties include:

- * Creating and maintaining a safe and stimulating environment to promote learning
- * Be the first point of contact for parents
- * Manage staff to ensure they are meeting the children's needs
- * Check equipment is in good condition
- * Recruit staff and develop the nursery team
- * Check and maintain the Nursery budget
- * Keep records and create management reports
- * Ensure all environmental, health and safety and fire regulations are being maintained
- * Keep up to date with developments in early years care
- * Build relationships with parents, carers, schools and childcare professionals
- * Make sure the nursery meets the minimum standards for Day Nurseries as per the Guernsey Early Years regulations
- * Train staff and make regular staff appraisals