

Job Title: Nursery Officer (2–3 Year Provision)

School: FCJ Primary School

Reports to: Nursery Team Leader / Early Years Lead

About the Role

We are delighted to be opening an exciting new 2–3-year-old provision as part of our expanding Early Years offer within FCJ Primary school. This is a wonderful opportunity to be part of a new beginning, helping to create a nurturing, joyful, and high-quality environment for our youngest children.

Rooted in our mission to “teach the children with all the kindness and gentleness possible,” this role is central to ensuring every child feels safe, valued, and inspired to learn.

As a Nursery Officer, you will work closely with the Nursery Team Leader to support the development of a provision grounded in the FCJ values of Excellence, Companionship, Dignity, Justice, Hope, and Gentleness, contributing to a culture where every child can flourish.

Purpose of the Role

To support the delivery of high-quality care and early education for children aged 2–3 years, ensuring their safety, wellbeing, and development. The Nursery Officer will play a key role in day-to-day practice, contributing to a nurturing environment and supporting children’s early learning experiences.

Key Responsibilities

1. Child Development, Learning and Care

- Provide a warm, safe, and nurturing environment where children feel secure and valued.
- Support the delivery of engaging, play-based learning experiences appropriate for 2–3-year-olds.
- Help children develop in the prime areas of learning, particularly communication and language, personal, social and emotional development, and physical development.
- Encourage independence, confidence, and positive behaviour through gentle guidance and consistent routines.
- Observe children and contribute to assessment and learning records under the guidance of the Team Leader.
- Support children’s personal care needs with sensitivity, promoting dignity and independence.

2. Supporting a New Provision

- Contribute positively to the development of the new 2–3 provision, bringing enthusiasm and flexibility.
- Help set up and maintain engaging indoor and outdoor learning environments.
- Support the implementation of routines and expectations that reflect high standards.
- Embrace opportunities to contribute ideas and support continuous improvement.

3. Safeguarding, Health and Wellbeing

- Promote and safeguard the welfare of all children at all times.
- Follow school safeguarding, health and safety, and behaviour policies.
- Maintain a clean, safe, and well-organised environment.
- Support children's emotional wellbeing through caring, responsive relationships.

4. Partnership with Parents and Carers

- Build positive, respectful relationships with parents and carers.
- Share information about children's day-to-day experiences and wellbeing.
- Support transitions into the nursery and within the school.
- Contribute to creating a welcoming and inclusive environment for families.

5. Teamwork and Professional Practice

- Work collaboratively as part of a team, contributing to a supportive and positive working environment.
- Take direction from the Nursery Team Leader while showing initiative in daily practice.
- Attend staff meetings, training, and professional development opportunities.
- Engage in reflective practice and continuous improvement.

6. FCJ Ethos, Values and Mission

- Support and uphold the FCJ values of Excellence, Companionship, Dignity, Justice, Hope, and Gentleness in daily interactions.
- Demonstrate kindness, patience, and respect in all work with children and adults.
- Promote inclusion and fairness, respecting the dignity of every child.
- Contribute to a culture that reflects the mission to "teach the children with all the kindness and gentleness possible."
- Support the wider Catholic life of the school community.

Person Specification

Essential

- Experience working with young children (preferably aged 2–3).
- Early Years Level 3 Qualification which must have evidence of assessed practice
- Understanding of early child development.
- Warm, caring, and patient approach.
- Ability to support play-based learning and engage young children.
- Good communication and teamwork skills.
- Commitment to safeguarding and promoting children’s welfare.
- Willingness to support and uphold the FCJ ethos and values.
- Person & Health Declarations

Desirable

- Knowledge of Jersey Early Years frameworks or EYFS
- Experience contributing to observations and assessments.
- Understanding of inclusive practice and supporting additional needs.
- Safeguarding training course or agreed equivalent
- JCF Level 1 & 2: Introduction & Essentials to Jersey's Children First (Virtual College Learning Course)
- Food Safety and Hygiene Level 2 (if handling food)

Key Personal Qualities

- Warm, nurturing, and attentive
- Positive, flexible, and enthusiastic
- Committed to gentleness, kindness, and dignity
- Reliable and a supportive team member
- Reflective and willing to learn
- Passionate about supporting young children’s development

Why Join Us?

- Be part of an exciting new provision from its very beginning
- Work in a caring, values-driven FCJ Catholic school community
- Contribute to a nurturing environment where every child is known and valued
- Opportunities for training and professional development
- Make a meaningful difference in children’s earliest experiences of education