

# My Career in Child Care and Nursery Management



With a *Certificate in Child Care and Nursery Management*, graduates may have the possible *career options* of the following:

- Nursery Assistant
- Nursery Management
- Nursery Nurse

NB: Although the job titles may vary, some of the tasks executed are very similar from one title to another and hence combined.

### **Careers in Child Care and Nursery Management**

The job descriptions and job specifications for these careers are as follows:

#### **Career Overview**

To create a warm and supportive environment to ensure the children under your care can develop, learn, thrive and have the best start in life.

#### **Typical Duties:**

- Plan and supervise activities like arts and crafts, music and cooking.
- Help children to learn numeracy skills through activities like counting games.
- Read stories and provide activities to develop the children's language skills.
- Take children on outings.
- Feed and change babies.
- Observe children and make notes for use in reports.
- Make sure the children are safe and well at all times (safeguarding).
- Report any concerns to your manager, such as signs of abuse.

#### **Manager Duties:**

- Recruit and induct suitably qualified and experienced staff.
- Support and developing the nursery team.
- Manage a budget arranging marketing and publicity materials.
- Create management reports, and maintain staff and child records.
- Run the centre in line with environmental, health and safety and fire regulations.

## **Work Environment**

Nurseries are often open from 7am to 6pm in which you may work shifts within these times. Some may also open on Saturdays.

## **Qualifications and Licenses**

You can start as a Nursery Assistant and work with supervision. With additional training you can move to being a qualified Nursery Worker and then Nursery Manager. You should complete a related qualification such as a Certificate in Child Care and Nursery Management from the Samuel Jackman Prescod Polytechnic, or acquire C/NVQ certification.

## **Essential Qualities and Skills**

- ❖ Warm, caring and patient nature
- ❖ Good communication skills
- ❖ Ability to work with young children and their families in a sensitive and positive way
- ❖ Sense of responsibility
- ❖ Creative ideas for activities
- ❖ Interest in child development
- ❖ Awareness of child safety issues
- ❖ Ability to work in a team
- ❖ Willingness to develop your skills

## **References**

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobprofiles/Pages/nurseryworker.aspx>  
Retrieved March 2016

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobprofiles/Pages/nurserymanager.aspx>  
Retrieved March 2016