

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