

JOB DESCRIPTION

EARLY YEARS NURSERY PRACTITIONER

Rate of pay

NMW paid at the end of every month

Hours

Monday to Friday 40 hours varying between 7.30am and 6.00pm

Role

To work as a member of the nursery team to ensure that all children attending the setting receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs.

- Provide high quality care and activities for and children which recognise both individual and group requirements in a secure, safe and stimulating environment.
- Organise activities, both inside and outside the nursery, which encourages creativity, development, co-ordination, independence, self expression, and learning through play.
- Participate in the key person system and be responsible for a group of children. Monitor, assess, record and report on their development and progress.
- Follow the Early Years Foundation Stage Framework for guidance in your practice with the children.
- Work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
- Be aware of child protection issues and follow the company policy and procedures.
- Ensure close monitoring of children about whom there are concerns.
- Participate in professional development and training, mandatory training such as Safeguarding/Child Protection, First Aid, to be done every three years or when legislation has changed. Welfare requirements, Continuous professional development training you will participate at least once a year which management will identify your area for development.
- Work in partnership with other early years professionals and outside agencies, e.g. LA Early Years team, SENDCO'S (for children with additional needs) and ECAT (Every child is a talker).
- Prepare and serve food, milk, drink and snacks to children, encouraging good nutrition and sociable eating.
- Assist children with personal care, including changing nappies, assisting with potty training and other associated welfare duties.
- Carry out on-going cleaning of the nursery.
- Carry out health and safety checks as required to ensure the unit is tidy, safe, and clean and secure for children, staff, parents/carers and visitors.

- Set up the environment influencing by your planning to support the needs of your key children. Ensure your key children's files are kept up to date with planning for their individual needs, the environment, observations, photographic evidence.
- Be responsible for your unit, report when resources run low; including nappies, wipes, aprons, gloves, art equipment, perishables etc.
- Participate in free flow systems. This aids children's development in self-assurance, independence, making choices and self-selecting. Ensure that no child is ever left on their own in the unit. Support the children's play as and when required.
- Never leave the unit and put your colleagues at risk of being out of ratio - Unless there is a case of emergency.
- Be familiar with the policies and procedures of the company, adhering to them at all times
- Display exemplary practice at all times.
- Uphold and carry out the duties of the post with due regard to equalities and inclusion.
- Co-operate in the implementation of the health and safety policy and ensure that the nursery's practice and environment meets health and safety standards.
- Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the company.
- Essential that you must have own transport to travel to our nursery sites (35p per mile expenses payable for mileage).

Your duties will be as set out in the above job description but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

JOB SPECIFICATION EARLY YEARS NURSERY PRACTITIONER

| Specification | Essential Criteria | Desirable Criteria | How Assessed |
|--------------------|---|---|---|
| Qualifications | <ul style="list-style-type: none"> <input type="checkbox"/> Level 2/3 Early Years qualification | <ul style="list-style-type: none"> <input type="checkbox"/> First aid <input type="checkbox"/> Basic food hygiene <input type="checkbox"/> Basic health and safety <input type="checkbox"/> Show a continued commitment to ongoing professional development | <ul style="list-style-type: none"> <input type="checkbox"/> Certification <input type="checkbox"/> Application Form <input type="checkbox"/> Interview |
| Experience | <ul style="list-style-type: none"> <input type="checkbox"/> 1 years post qualification experience in an early years setting <input type="checkbox"/> Experience of the Key Person System | <ul style="list-style-type: none"> <input type="checkbox"/> Experience of providing care and education to children from a wide range of backgrounds, including those with special educational needs and those who speak English as an additional language | <ul style="list-style-type: none"> <input type="checkbox"/> Application Form <input type="checkbox"/> Interview |
| Knowledge | <ul style="list-style-type: none"> <input type="checkbox"/> Excellent understanding of the needs of young children <input type="checkbox"/> Working knowledge of the early years foundation stage <input type="checkbox"/> Relevant procedures and legislation (eg health and safety, paediatric first aid, food hygiene) <input type="checkbox"/> Safeguarding children procedures <input type="checkbox"/> Equalities issues and implementation and development of equalities practices | <ul style="list-style-type: none"> <input type="checkbox"/> Working knowledge of the EYFS welfare requirements <input type="checkbox"/> Knowledge of Montessori methods | <ul style="list-style-type: none"> <input type="checkbox"/> Certification <input type="checkbox"/> Application Form <input type="checkbox"/> Interview |
| Skills & Abilities | <ul style="list-style-type: none"> <input type="checkbox"/> Ability to observe and assess children's development <input type="checkbox"/> Warm and positive approach to children <input type="checkbox"/> Outstanding team player <input type="checkbox"/> Record keeping and report writing <input type="checkbox"/> Ability to develop good working relationships with parents and other service providers <input type="checkbox"/> Ability to co-operate and adhere to health and safety policy, practices and instructions Flexibility including the ability to cope with changing needs and demand | | <ul style="list-style-type: none"> <input type="checkbox"/> Application Form <input type="checkbox"/> Interview |

If you have received no communication by 4 weeks after the closing date, please assume that your application has been unsuccessful on this occasion as letters of rejection will not be sent.