

## Nursery Practitioner – Grade 3/4

### Summary of Position:

- To plan age appropriate activities and experiences for children aged 3 months to 5 years.
- To work as part of a key worker team. To implement the daily routines within the base rooms.
- To ensure a high standard in all areas of care and Education for children aged 3 months to 5 years.
- To support Nursery Assistants, students and volunteers.

### Main Responsibilities:

- To prepare and carry out children's records and assessments and to formulate and operate the daily/weekly planning of age appropriate activities and experiences.
- To implement anti discriminatory practices, manage children's behaviour within the Nurseries policy and guidelines, abide by the Nurseries equal opportunities policy and work in close partnership with parents at all times.
- To abide by the companies health and safety policy by taking all practical and reasonable steps to ensure the health, safety and welfare of all who use the premises.
- To adhere to the companies safeguarding policy and procedure.
- To maintain high levels of confidentiality at all times, including company business and any information regarding children or parents.
- To follow the nurseries early year's guidelines as laid down by the OFSTED and the Early Years Foundation Stage and to plan age appropriate activities.
- To interact with children at meal times encouraging appropriate behaviour, social skills and hygiene routines.
- Undertake certain domestic duties within nursery i.e. preparation of food, equipment, general cleaning and laundry duties.
- To adhere to the nurseries outing policy and to assist during outings and trips with children ensuring extra responsibility for the children's safety on such occasion.

## Main Responsibilities cont:

- To attend and participate during regular parent's evenings and staff meetings outside normal working hours.
- To undertake additional training as necessary, attend and participate in personal development programmes, supervisions and appraisals.
- Work alongside the management staff team, undertaking reasonable tasks, where necessary for the continuation of high quality care and safety within the nursery.
- To remain flexible with regard to cover within the nursery, especially during busy periods, and contribute as a team member.
- To lead by example and act as a role model to nursery assistants, students and volunteers and support their individual training requirements.
- At all times abide by the welfare requirements and Early Years Foundation as laid down by Ofsted.

## Person Specification:

### **Essential**

- Experience of working with young children.
- NVQ level 3 in Early Years Childcare and Education or equivalent.
- Knowledge of keyworker systems and record keeping.
- Excellent written and spoken English
- Excellent numeracy skills
- Excellent communication ability with colleagues, parents and children.
- Excellent organizational skills.
- Thorough understanding of child protection issues and processes.
- Thorough understanding of equal opportunities for children, colleagues and parents.
- Awareness of health and safety and practical hygiene issues.
- Ability to be a good role model to colleagues, motivate them and work with them.
- High working knowledge of curriculum frameworks e.g. EYFS.
- Excellent knowledge of child development.
- Genuine love of the profession and desire to constantly improve.
- Ability to use initiative.
- Willing to learn new skills and undertake continuous professional development.

### **Desired**

- Experience of similar position in previous employment.
- Level 4 or higher qualification or equivalent.
- First Aid trained.
- Food Hygiene certificate.
- Experience in the role of SENCO.
- Experience in the role of Health & Safety Officer.