

Job Description



Pay Scale: £24,330 - £25,480

Contract type: Permanent

Reporting to: Nursery Manager

Childcare Practitioner

Job Purpose

Under the direction of the Day Nursery Manager and Deputy Managers to provide safe, high-quality education and care for children 3 months to 5 years of age in line with the national regulations and guidance.

To support the Day Nursery Manager building links and working in partnership with parents, carers and professionals to promote the wellbeing of the children.

Key Accountabilities

To support the Nursery Manager in ensuring that the Nursery meets the relevant national regulations and guidance.

To contribute to the process of monitoring the effectiveness of the Nursery planning and actively engage with children to support their learning.

To support the Nursery Manager in providing a safe environment for children, staff and others by organising the environment before and after daily programme of activities, ensure that children, whilst in the Nursery, have access to appropriate practical and play based activities to support their physical, emotional, social and intellectual development giving consideration to ethnic, cultural and linguistic backgrounds and ensuring the equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.

To ensure each child's care and educational needs are recognised and met.

To advise the Nursery Manager of any concerns regarding children, parents/carers or the safety of equipment, preserving confidentiality as necessary.

To follow policies and procedures to safeguard and promote the wellbeing of children.

To be aware of and to implement national and local guidelines in order to safeguard and promote the wellbeing of children, meeting their individual needs.

To be able to demonstrate good time management skills, such as arriving on time and be able to carry out tasks throughout the day quickly and efficiently.

To be able to be flexible with their working hours understanding that ratios must be maintained at all times.



Unqualified Childcare Practitioners will be expected to work effectively with children and/or small groups in partnership with qualified staff. They will be supported in planning, monitoring, assessment and behaviour management. Unqualified Childcare Practitioners would be expected to work as part of the team and contribute to plans to ensure the Nursery meets its aims.

General:

- To undertake any other duties, commensurate within the grade, at the discretion of the Nursery Manager.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Person Specification:

Education, Training and Work Qualifications

Desirable:

- Paediatric First Aid Certificate
- Commitment to on-going professional development.

Knowledge

Essential (within 6 months):

- Some knowledge of relevant national regulations and guidance including the Early Years Foundation Stage.
- Knowledge of policies and procedures relating to child protection, Special Educational Needs, health, safety, security, equal opportunities and confidentiality.

Skills and Abilities

Essential:

Be able to demonstrate the ability to:

- Act as a role model for the children in the Nursery.
- Provide and facilitate an inclusive, safe and creative play and learning environment.
- Communicate well with a wide range of groups and individuals.
- Work as a team member
- Work on own initiative and use sound judgement and common sense.
- Carry out all responsibilities within an equal opportunities framework.
- Give excellent attention to detail, including grammar and punctuation.
- Complete tasks and projects using Microsoft Office software programs such as Microsoft Word.



Other Requirements

Essential:

- Understand the range of needs which children and their families may have.

Desirable:

- To have some understanding of the key issues relating to quality of play, care and learning.

Notes:

We value equally all members of the Nursery and wider school community and work together for the educational progress of all our students in partnership with the whole community.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Nursery Manager.