

- 7 To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.;
- 8 Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled;
- 9 Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it;
- 10 Look upon the Setting as a "whole" where can your help be most utilised, be constantly aware of the needs of children;
- 11 Ensure child is collected by someone known to Setting;
- 12 To respect the confidentiality of information received;
- 13 To develop your role within the team especially with regard as a key worker;
- 14 Specific Child Care Tasks:
 - The preparation and completion of activities to suit the child's stage of development;
 - To ensure that mealtimes are a time of pleasant social sharing;
 - Washing and changing children as required;
 - Providing comfort and warmth to an ill child;
- 15 To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- 16 To be aware of the high profile of the Setting and to uphold its standards at all times.
- 17 To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

Childcare and Education

1. Provide high standards of quality within the nursery including the environment, resources and experiences offered to children.
2. Observe, support and extend children's learning.
3. Plan appropriately for children using the Early Years Foundation Stage (EYFS) curriculum for guidance.
4. Maintain accurate and effective children's records.
5. Work in partnership with parents/carers and other family members.
6. Demonstrate good practice with regard to Special Needs and Inclusion.
7. Work with Head of Juniors to continuously improve quality of childcare and education.

8. Ensure that children are kept safe. Understand and, when necessary, follow Child Protection Procedures.
9. Work with SENCO, Local Authority advisors, other settings and health professionals as appropriate.
10. Comply with the statutory framework for the EYFS.
11. Be a Key Person carrying out all related responsibilities in building relationships with a small group of children and their families.

Health and Safety

1. Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
2. Ensure the general cleanliness of the children at all times.
3. Adhere to all Health and Safety policies and procedures.
4. Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
5. Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.

Operational

1. Promote the nursery to current parents and potential new parents.
2. Work with the Nursery Manager, Joint school Head of EYFS, Head of School and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations.

Staff

1. Work as a team with other staff members.
2. Support and mentor students.
3. Be responsible for participating in all self-development activities including appraisals, supervisions etc.

General

1. Undertake any other duties as reasonably requested by Senior Leadership Team.
2. Adhere to all school policies and procedures.
3. Ensure the school's policies on safeguarding, diversity and equal opportunities are adhered to.