

# Job Description

**Greensand Support Staff Salary****Scale:** 4-8**Contract type:** Permanent, full time, 36 hours per week**Reporting to:** Day Nursery Manager

## Childcare Practitioner (Level 3)

### Job Purpose

Under the direction of the Day Nursery Manager and Senior Childcare staff 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 well being of the children.

### Key Accountabilities

Childcare Practitioners will be expected to work effectively with children and/or small groups under the direction and supervision of management. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and behaviour management. Childcare Practitioners would be expected to work as part of the team and contribute to plans to ensure the Day Nursery meets its aims.

- To support the Day Nursery Manager in ensuring that the Day Nursery meets the relevant national regulations and guidance.
- To contribute to the process of monitoring the effectiveness of the Day Nursery planning and actively engage with children to support their learning.
- To support the Day 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 Day 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 take a lead as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's care and educational needs are recognised and met.

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

## Person Specification

### Education, Training and Work Qualifications

Essential:

- Minimum level 3 qualification in early years.
- Commitment to on-going professional development.
- Paediatric First Aid Certificate or commitment to undergo training.

### Knowledge

Essential:

- 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 and adults in the Day 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

### Relevant Experience

Essential:

- Experience of working with children aged 3 months – 5 years.

Desirable:

- Experience of undertaking administrative processes.

### **Other Requirements**

Essential:

- Understand the range of needs which children and their families may have.
- Understand the key issues relating to quality of play, care and learning.

### **Notes:**

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 Day Nursery Manager.