

Job Description: Nursery Practitioner

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Purpose of post

- Ensure all children are safeguarded and their welfare and safety is promoted
- Provide a high standard of physical, emotional, social and intellectual care for all children in the nursery
- Give support to other team members throughout the nursery
- Work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

Key areas

- Work with and support children
- Work as part of a team
- Build and maintain strong partnerships with parents.

Responsible to: Room Leader

Duties and responsibilities

- Follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure
- Operate a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members
- Keep records of your key children's development and learning journeys and share these with parents, carers and other key adults in the child's life
- Support all staff and engage in maintaining a good staff team
- Liaise with and support parents and other family members
- Be involved in out of working hours activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.
- Be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snacks, meals, cleaning equipment etc.
- Work alongside the Manager and staff team to ensure that the nursery's vision is fulfilled
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
- Record accidents on the platform provided. Ensure the Room Leader has read the report before parents receives it
- Look upon the nursery, as a "whole" to consider where your skills can be best utilised. Be constantly aware of the individual needs of all children
- Ensure someone known and agreed by the nursery and parent collects the child
- Respect the confidentiality of all information received.
- Ensure someone known and agreed by the nursery and parent collects each child

Specific childcare tasks

- Prepare and complete activities to suit each individual child's stage of development and interests
- Develop your role within the team especially with regard as a key person/worker
- Ensure that meal times are a time of pleasant social sharing
- Wash and change children as required
- Ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensure a poorly child is treated appropriately and management is notified immediately
- Develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- Provide a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- Be aware of the community profile of the nursery and uphold its standards at all times, both within work hours and outside.

Conditions of Employment

This Job Description is not intended to be a complete inventory of all the activities the job holder would be expected to undertake. The post holder is required to comply with all the nursery’s policies and procedures and to meet his/her responsibilities under the Health & Safety at Work Act.

This Job Description will be subject to review and change in light of future developments.

This job description was adopted on	Signed on behalf of the nursery	Date for review
<i>1st September 2024</i>	C Hayward	<i>1st September 2025</i>