



Job Description

Job Title: Nursery Practitioner (Level 3 or above)

Reports to: Directors, Nursery Manager(s), Deputy manager & Room Leader

Other Key relationships: Colleagues, Parents and external agencies

Job Purpose: To provide a caring, secure and nurturing environment for all children to grow and develop. Always uphold a professional manner to support the room leader and management team, ensuring full compliance of all policies and procedures and meeting the requirements of the Statutory Framework for Early Years consistently.

Key Tasks and Responsibilities:

- To plan learning opportunities for children based on their individual needs and interests, following an Intent, Implication and Impact approach to ensure all children reach their full potential. This includes making use of the unique outdoor spaces.
- To develop and maintain secure partnerships with parents/carers and to liaise with other professionals regarding children's welfare needs.
- To promote positive behaviour across the nursery in accordance with our behaviour policy
- To work as an effective team member, sharing ideas, communicating effectively and supporting less experienced members of the team (across the whole setting).
- To attend regular staff meetings and training to keep up-to date with new information and continue to develop yourself as a practitioner.
- To have a group of key children and be responsible for delivering and recording their observations and assessments, ensuring activities are planned specifically to extend their learning whilst following the key person approach.
- To take responsibility for the welfare and safety of all children in your care. Placing children's safety as utmost priority including utilising the whistleblowing policy when appropriate.
- To promote equal opportunities for all and make appropriate educational provision for children with SEN/EAL.
- To ensure all records are meticulously maintained in accordance with our policies and procedures.
- To maintain confidentiality at all times.
- To identify any safeguarding concerns in accordance with the nursery policy and current safeguarding training.
- To undertake a risk assessment, ensuring all areas are safe and secure before allowing children to enter and remove any light weighing items which are unsafe (e.g. broken bike), or reporting any major breakages to the maintenance person (s) and the Manager on duty that day. Report any accidents or incidents to management immediately.

Other responsibilities include but are not limited to:

- To cover sickness and planned holiday leave of other level 3's in your room, including supporting their key children.
- Record any staff or parent complaints in writing and inform Directors/Management as soon as possible. If the matter can be resolved there and then, then do resolve without admitting liability. Matters regarding policies, procedures and payments can only be authorised by an owner. Support all staff during this process.
- Ensuring toys, equipment and bedding are kept clean, tidy and in good repair. Sterilising and washing regularly.
- To be aware of child ratio's, making sure qualified and unqualified staff are appropriately always distributed throughout the day.
- To prepare snack in accordance with the menus/ Food Hygiene Manager, taking note of children's preferences and responding to children's dietary and religious requirements.
- To be familiar with and work within all Manor Farm Nursery's policies at procedures at all times.
- To undertake any other reasonable duties as directed, in accordance with the nursery's aims and objectives.

Safeguarding:

- To report any self-disclosure about your suitability to work, or the suitability of others to work with children, including any potential or confirmed criminal convictions.
- To maintain a current Enhanced DBS certificate using the update service.
- It is part of your responsibility to ensure your professional qualifications and maintained and copies are provided to the owners to be stored in your personnel file.

Personal Specification

Attributes	Essential	Desirable
Education and Training	<p>Minimum Level 3 Childcare Qualification</p> <p>Desire to continue with professional development</p>	<p>Valid Paediatric First Aid Certificate</p> <p>Valid Safeguarding Certificate</p>
Relevant Experience	Experience of working with children	<p>Experience of working within an Early Years setting</p> <p>Experience of working with the EYFS</p>
Skills and Knowledge	<p>Knowledge of relevant legislation relevant to Early years such as EYFS, SEN, Safeguarding</p> <p>Ability to prioritise between different demands of the role, including completing paperwork and observations.</p> <p>Experience of delivering creative activities for all children, adopting an inclusive approach</p>	Experience of using Family
Personal Qualities	<p>Ability to communicate effectively with adults and children</p> <p>Reliable, trustworthy and committed</p> <p>Passion for working with children and delivering outstanding care</p> <p>Takes ownership and manages accountability</p> <p>Team player, building strong working relationships</p>	
Any additional factors	Understanding of equal opportunities	Experience of food handling

	Ability and willingness to take on other responsibilities or duties as deemed necessary	
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