

Early Years Practitioner Level 3 & above

Accountable to: Nursery Manager



Job purpose

To work as a member of the nursery team, showing initiative and creativity to foster an environment which encourages the children's all round development, and provide high standards of care.

To give support to other personnel within the nursery.

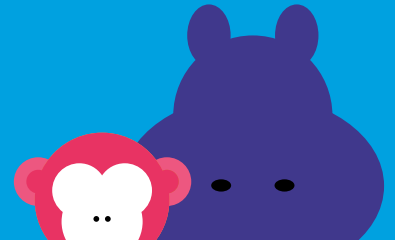
To implement the daily routine within the base room.

Responsibilities – Operational

1. Be a reliable member of a team, working co-operatively and with flexibility.
2. Answerable to base room Team Leader and Managers.
3. Key person responsibilities including keeping learning journey's up to date with observations of achievements and three monthly assessments.
4. Complete two year checks as required.
5. Observe the progress of other children within base room and report achievements and information to their Key Person.
6. Develop excellent communications with parents/carers, both daily and through consultations.
7. Encourage parents/carers to participate in their child's progress and development by contributing to their learning journey and daily planning.
8. Supervise children both indoors and outdoors as per the legal ratios for the specific age you are working with.
9. Liaise with other professionals as required.
10. Be prepared for and contribute to planning a programme of activities, suitable for the age range of the children, their interests and next steps, following the guidelines of The Early Years Foundation Stage.
11. Contribute to the creation of a stimulating and attractive classroom environment.
12. Complete daily diaries and/or communication diaries for children as required.
13. Attend staff meetings and training sessions as required.
14. Participate in all self-development activities, including appraisals, etc.
15. Assist children at mealtimes, role model good manners and instigate a time of pleasant social sharing.

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Safeguarding

1. Have a clear DBS check.
2. Attend safeguarding training as required.
3. Report safeguarding concerns as per the safeguarding policy and procedure.
4. Ensure children leave the nursery with their parent or nominated person.
5. Follow safeguarding procedure for unknown visitors entering the building.
6. Maintain confidentiality of children, their families and staff at all times.

Health and safety

Undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the nursery to include the following:

1. Ensure the general cleanliness of the children at all times, to include personal care routines.
2. Complete accident and medication records as necessary.
3. General domestic duties within rooms.
4. Report breakages and hazards both inside and outside to person in charge .
5. Clear away spillages before they become a hazard.
6. Be familiar with all emergency and security procedures, e.g. Fire Drill.
7. Assist with the care, maintenance and security of all equipment and toys within the nursery.
8. Comply with risk assessments.

General

Be welcoming and friendly to all children, parents and visitors.

Be part of the nursery team as a 'whole' and be prepared to work in a different room.

Be prepared to assist in the kitchen on occasions.

Adhere to all Company Policies and Procedures at all times.

Where possible attend fundraising and open days etc.

Adhere to company uniform regulations as per staff handbook and uphold high nursery standards at all times.

**This job description is non-exhaustive and may be subject to amendment*