

POST TITLE: Nursery Practitioner

Hourly Rate of Pay: £7.83 (pay review pending)

1 PURPOSE OF POST

You will be a passionate individual committed to making a difference to the lives of young people. The post holder will support the delivery of high quality nursery provision and contribute to the holistic development of the children and their families in accordance with the National Standards for Day Care.

To assist in the efficient and effective day to day operation of the Company's nursery provision encouraging a friendly and stimulating environment and positive attitudes are established in a variety of social contexts.

Practitioners will be the Key person for building relationships with small groups of children and their parents/ carers.

2 PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- 2.1 To support the delivery of high quality nursery provision for babies and young children on a day-to-day basis, within the area of responsibility as directed by the Nursery management and through own initiative and experience.
- 2.2 To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Nursery.
- 2.3 Encourage children to be independent and support them in planning their own interests and activities.
- 2.4 To contribute to and support observation, assessment and planning to meet children's individual developmental needs having regard to EYFS. To be actively involved in children's play opportunities indoors and outdoors, in a way that encourages children to be independent active learners.
- 2.5 To promote a quality curriculum that upholds established nursery policies, regarding sensitivity to the needs of different ethnic, cultural and social backgrounds and to provide a curriculum that supports the community.
- 2.6 To liaise with staff members, other professionals, parents and carers in order to maintain structured and accurate records of Key group children. To ensure

that the principles of confidentiality are maintained with regard to safeguarding.

- 2.7 To support the named SENCO in the room you're working in.
- 2.8 To work in partnership with all parents/carers who use the Nursery, ensuring that their needs and those of individual children are met as far as is reasonable and to achieve full integration in the setting.
- 2.9 To be responsible for young children during meal and snack times taking into account dietary needs and allergies.
- 2.10 To identify and monitor any concerns arising with individual children and report these to their designated supervisor as appropriate.
- 2.11 To care for sick children and provide basic first aid where necessary, including accompanying children to hospital and to keep a log of medication.
- 2.12 To undertake duties in connection with transition to the next stage of education. This will include visits or contact with teaching staff, the passing on of all records, completion of assessments and progress data.
- 2.13 To support the Manager and other staff in ensuring that all the requirements of Health and Safety legislation are followed.
- 2.14 Record accidents in the accident book. Ensure the Manager, Deputy or Assistant Manager are made aware of all accidents.
- 2.15 Ensure presentation of children's work and compilation of displays.
- 2.16 Be responsible for any domestic duties within the Nursery e.g. cleaning, laundry, and general tidying up.
- 2.17 To work in any of the Childcare provision delivered by LS2Y Nurseries as required.
- 2.18 To ensure that you maintain and update your professional knowledge and skills and undertake training and development as agreed between the postholder and their line manager.

3 Staff Management and Team Working

- 3.1 Actively contribute to supervisions and appraisals to support your own development and welfare and ensure work plans are delivered and targets met.
- 3.2 To support other staff with supervising the work of any trainees and work experience placements.

- 3.3 Support the Nursery Management in ensuring an effective system of communication throughout the staff team, the wider group of Companies and other stakeholders through a variety of means.
- 3.4 To attend meetings as appropriate both within the company and externally, which may be outside your normal working hours.

5 Resources/Equipment/Materials

- 5.1 To undertake daily checks of equipment and resources ensuring they are in good working order, maintained and safe.
- 5.2 To ensure the security of all goods, equipment and resources at all times.
- 5.3 Planning and preparation of equipment and materials in the Nursery.

6 Customer Care

- 6.1 To receive and deal with telephone enquiries and/or take accurate messages and ensure they are relayed correctly and promptly.
- 6.2 Provide a courteous service to visitors. Determine the nature of the visitor's enquiry, identify and advise them of the relevant action taken and that issues/problems are dealt with quickly and appropriately.

7 Miscellaneous

- 7.1 To assist in the achievement of the overall Group of Companies objectives.
- 7.2 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the LS2Y Nurseries manager or Chief Executive from time to time, in consultation with the postholder.
- 7.3 The postholder's duties must at all times be carried out in compliance with the Companies Policies and Procedures.
- 7.4 It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging and/ or reporting.
- 7.5 Ensure the Health and Safety of all staff and resources within the postholder's area of responsibility, i.e. delegated responsibility in relation to the nature of the postholder's duties and personal responsibilities as detailed in the Health and Safety at Work Act 1974. In addition, the Management of the Health and Safety at Work Regulations detail the following:
 - Employees must inform their employer or/supervisor of any work situation which might present a serious and imminent danger to Health and Safety.

- Employees must inform their employer or supervisor of any shortcomings in the Health and Safety arrangements even when no danger exists.

RESPONSIBLE TO: Nursery Management – Nursery Manager / Deputy Manager

RESPONSIBLE FOR: Nominated work placements & volunteers as directed

JD Prepared / Amended

CM January 2019

Person Specification: Nursery Practitioner

Personal Qualities	Requirements	How Identified
Education and Training	Level 3 qualification in Early Years and Childcare (D) Level 2 qualification in Early Years and Childcare and working towards level 3 (E) Commitment to continuous professional development (E) Appropriate First Aid qualification (D)	Application / Certificates / Interview
Relevant Experience	Experience of working in a childcare setting (E) Experience of working within legislative expectations of Health & Safety, Safeguarding and Equal Opportunities (D) Knowledge and understanding of child development (E) Ability to plan for and provide age appropriate play activities (E)	Interview
Approach to Work	Able to prioritise own work (E) Flexible (E) Ability to lead and give support to a team (E) Ability to communicate with staff, parents and other professionals (E) Work on own initiative (E)	Application / Interview
Attitudes	Committed to providing the highest standards of care and development opportunities for babies and young children (E) Supportive to the needs of other team members (E) Good sense of humour (E) Committed to Equal Opportunities and Social inclusion(E)	Interview

(E) = Essential requirement

(D) = Desirable requirement