

## Job description: Nursery Practitioner

- \* Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff:
- \* To keep a record of achievement for your key children.
- \* Work with parents/carers of children to give full integration into the setting.
- \* Liaise with and support parents/carers and other family members.
- \* Support all staff and engage in a good staff team:
  - \* To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report non-attendance through sickness following our policies and procedures.
  - \* To assist in providing a safe, supportive and caring environment for young children in the Care of Queen Elizabeth's Nursery: to ensure all aspects of each individual child's development are given full consideration.
  - \* To ensure clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties.
  - \* To be involved in out of working hours' activities, e.g. training, staff meetings, open days;
  - \* To be flexible with the working practices of the setting. Be prepared to help where needed, including undertaking domestic jobs within the setting, e.g. preparation of snack meals, cleaning of equipment.
  - \* Work alongside the manager and staff team to ensure the philosophy behind the school is maintained in the Nursery setting.
  - \* Recording accidents following procedure for the setting.
  - \* Ensure a child is collected by an authorised adult.
  - \* To respect the confidentiality of information received.
  - \* To develop your role within the team especially with as a key worker.
  - \* To act as a role model for junior members of staff.

- \* To take responsibility for continued professional development by attending courses (in-house and external) receiving constructive feedback and reading relevant material.
- \* To work to the new EYFS supporting the needs of individual children from differing backgrounds and cultures, also stages of development.
- \* Assess, monitor, and complete written observations on children completing individual files.
- \* Assist the room leader supporting with planning and room activities.
- \* To actively promote the safeguarding of children and young people in the setting ensuring policies and procedures are observed at all times.

### Person Specification

- To work effectively as part of a team.
- To be an effective communicator with children, parents and staff, including taking responsibility for keeping abreast of current practice within the nursery
- To work in collaboration with other staff through staff meetings and inset days.
- To be effective in all written communication including maintaining records, writing observations and contributing to report writing.
- To demonstrate initiative in planning to support development of whole child.
- To embrace the whole school ethos of 'learning for all', and be keen to develop own skills and knowledge
- To demonstrate a positive attitude including, the ability to problem solve.
- To enjoy working with young children, providing stimulating activities to further their learning.
- To have knowledge of safeguarding in respect to young children and be keen to undergo further training.