

Early Years Practitioner Job Description and Person Specification

Key Responsibilities

RESPONSIBLE TO:

The Nursery Manager or in their absence the Deputy Manager and through them to the Senior Leadership Team including the EYFS leads.

MAIN DUTIES AND RESPONSIBILITIES:

1. To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage.
2. This is a physically demanding job which requires an adequate level of mobility. If there are any facts which will impede on this you must inform the nursery manager or deputy as soon as possible.
3. To provide a wide variety of activities for the children that is suitable to their individual stages of development.
4. To ensure that child records, such as learning diaries/next steps and individual folders are kept up to date.
5. To build up relationships with the parents in order to reduce the division between home and nursery for the child.
6. To ensure the provision of high quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
7. To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the nursery. This includes changing nappies and toilet training.(see procedures)
8. To undertake certain domestic jobs within the nursery, eg. Cleansing of equipment etc and the cleaning of rooms. Ensuring the nursery is kept clean and tidy.
9. Also to keep up to date with the Health and Safety at work Act.
10. To record accidents/incidents on the correct forms.
11. To always ensure that someone known and agreed by the nursery and parent, collects the child.
12. To accompany small groups of children on regular local outings. E.g. To the shops, park etc.
13. To assist in the provision of support and guidance to students on placement.
14. To attend staff meetings and parents' evenings.
15. To assist with serving the children's lunches, and to generally clear the kitchen after lunch when kitchen assistant is absent.
16. You will be required to participate in staff training and annual assessments of progress.
17. To ensure that all policies/procedures and risk assessments are read, understood and adhered to.
18. To respect the confidentiality of all information received.
19. To carry out any other duties requested by the Manager or Deputy Manager that may reasonably be expected from a Nursery Practitioner.
20. To be aware of the high profile of the nursery and to uphold its standards at all times both within work hours and outside.
21. **TO BE HAPPY AND APPROACHABLE AT ALL TIMES!**

Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I	T
Qualifications					
Minimum Level 3 NVQ in Childcare & Education.	x		x		
Relevant First Aid Certificate	x		x		
Experience/Knowledge					
Experience of working in a childcare environment	x		x	x	
Understanding of and commitment to the implementation of equal opportunities		x		x	
Skills					
Good oral and written communication skills	x			x	
Able to work within a team and maintain good communication	x				
Attributes					
Motivated with high energy levels and stamina	x			x	
Positive outlook	x			x	
Caring and friendly personality	x			x	
Conscientious, reliable and responsible	x			x	
Flexible and adaptable	x			x	

Code: A/F – Application form, I – Interview, T – Test