

# JOB DESCRIPTION

<b>Title:</b>	Qualified Nursery Practitioner
<b>Responsible to:</b>	Nursery Manager / Deputy Manager
<b>Responsibility for:</b>	A Qualified Nursery Practitioner shares responsibility for other Nursery Practitioners, Students, Volunteers and any other supporting staff.
<b>Entry Requirements:</b>	Must hold at least a full and relevant level 2 qualification and should have experience of working in an early years setting, or other suitable experience.

## **Purpose of the job:**

A Nursery Practitioner will take pride in his/her role, fully engaging in the nursery ethos of being a home from home setting that is welcoming, nurturing and inclusive. He/she will understand the importance of families feeling valued and that they are one of our most powerful sources for the success of the nursery.

A Nursery Practitioner will be a positive role model and they will ensure the safety and well-being of the children is being met at all times. They will demonstrate value in every child and trust the child's inner motivation. They will not interfere when a child is concentrating, unless it is to protect the child from harm. They will prepare the environment to meet the individual needs of the children.

A Nursery Practitioner must ensure that the statutory requirements of the EYFS are adhered to at all times.

A Nursery Practitioner will ensure that Nursery Policies and Procedures are maintained at all times.

## **Main duties:**

### 1 Operational Responsibilities

- To support managers in the day-to-day running of the nursery, ensuring compliance with registration and legislative requirements.
- To uphold and ensure a high standard of care.
- To implement and maintain the company's Inclusion and Equality Policy ensuring that children, parents and the staff team are valued, and practice is positive and non-discriminatory.
- To monitor any safeguarding issues following local authority procedures.
- Notify the Manager of any complaints received or any situations that may be detrimental to the company.
- Prepare the nursery for Ofsted inspections and action any recommendations made by the inspector ensuring a minimum good grade is awarded.

### 2 Individual Accountability

- To ensure you have a clean uniform daily and you look presentable with suitable footwear, and accessories are kept to a minimum taking personal safety in due regard.
- To be aware and demonstrate a clear understanding of own role and areas of responsibility.
- To communicate effectively with members of staff and be professional at all times.
- To maintain staff; child ratios at all times.

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- To maintain confidentially and not to disclose information about children, parents and staff.
- Identify those whose practice does not comply with organisational and legal requirements and report to the Nursery Manager.
- The ability to work as part of a team and use your own initiative
- The ability to manage your own time and prioritise tasks.
- To inform the Nursery Manager if you have any concerns about individual staff practice.
- To contribute and participate in the development of new ideas.
- To keep up to date on all current childcare issues.
- Take responsibility for the safety and wellbeing of the children, ensuring that their needs are met.
- To make recommendations for the future development of the nursery.
- Offer suggestions to the Nursery Manager for resources and essential items to allow for full implementation of the Early Years Foundation Stage and Health & Safety legislation.
- Take part in regular staff meetings, informing of nursery developments, implementation of standards, policies and procedures, areas of concern, and planned timetable of work.

## 3 Personnel

- Support the Nursery Manager to establish and maintain effective working relationships in the staff team, through regular staff meetings, team meetings, training sessions and open honest communication.
- Provide constructive, honest, feedback to support and encourage all staff.
- To establish good professional relationships with colleagues working in other nurseries.

## 4 Finance and Administration

- To ensure that all supplies are used with due economy.
- Assist the Nursery Manager to keep all computer systems and records up to date and accurate at all times and to be aware of the General Data Protection Regulation and its implications.
- To maintain children's records to a high standard with due regard to confidentiality.
- To observe children through play to identify their individual needs and monthly aims.
- To carry out observations and evaluations of children's activities.
- To maintain personal contact with parents through meetings, parents evenings, open days and informal conversations.
- To ensure that all parents are fully informed about the nursery and that new parents are welcomed appropriately giving due regard to their concerns and questions.
- Maintain the Learning Journeys of the children in your key group to a high standard.
- Assist the Nursery Manager to communicate effectively with parents through a monthly newsletter informing of nursery activities and developments.
- Support the Nursery Manager Monitoring and maintaining the key worker system.
- Complete progress tracking termly for the children within your key group and collate results sharing with the Manager.

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## 5 Marketing

- Ensure high quality customer service at all times.
- Professionally engage with prospective and current parents while maintaining a positive image of the nursery.

## 6 Training and Development

- Be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times.
- Be a good role model to all staff, children and parents.
- Identify own training and learning needs and follow company procedures to ensure courses are booked.
- Support the Nursery Manager to ensure that trainee staff have experience with different age groups and that appropriate learning objectives are assessed and evaluated accordingly.

## 7 Health & Safety

- Support the management to ensure that the physical environment of the nursery is maintained to comply with the requirements of the Health & Safety at Work Act.
- To ensure that daily Health & Safety checks are carried out.
- Be aware of and comply with EHO and COSHH regulations.
- Be aware of own responsibilities.
- To have clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork.
- To bring any problems to the attention of the Nursery Manager.
- Operate high standards of cleanliness and hygiene within the nursery.
- Carry out appropriate indoor and outdoor equipment checks, checking the garden before each use.
- To ensure the nursery is kept clean and hygienic at all times and to carry out minor cleaning duties throughout the day following the Environment Cleaning Policy.
- To ensure that equipment and resources used are of suitable design and condition, well maintained and conform to safety standards, and report any breakages to the Nursery Manager.
- To ensure equipment is used for the purpose in which it is designed and respect all equipment and resources within the nursery.

**Salary:** Above NLW (actual amount depends on qualification and experience)

**Status:** Part-time with the option to become full-time if desired, ordinary holiday entitlement applies (i.e. will be required to work term-time and during the school holidays)

**Start Date:** 20<sup>th</sup> March 2023

### Conditions of Employment

This Job Description is not intended to be a complete inventory of all the activities the jobholder would be expected to undertake. The post holder is required to comply with all the nursery's policies and procedures and to meet his/her responsibilities under the Health & Safety at Work Act. This Job Description will be subject to review and change in light of future developments.

The post holder will be actively involved in the review with the Nursery Directors.