



## **Job Description**

<b>Post title:</b>	<b>NURSERY PRACTITIONER</b>
<b>Responsible to:</b>	<b>Early Years Manager</b>
<b>Location:</b>	<b>Canterbury Centre / Peppermint Children's Centre</b>
<b>Salary:</b>	<b>tba</b>
<b>Hours:</b>	<b>Full-Time (40 hours per week)</b>

## **Main purpose of the Job**

To be part of a team providing a safe, caring and stimulating learning environment for children 0-4 years of age, attending the Children's Centre, and undertake work with parents/carers to promote the wellbeing of the child.

To work in partnership with parents to provide consistent high quality, non-discriminatory child care which meets the needs of each individual child and family and which enables the child to realise his/her full potential and achieve a good self-image.

To work as part of an integrated team with other agencies and professional organisations in the delivery of services for children and families using the Children's Centre.

The post-holder must at all times carry out his/her job description with due regard to all the policies of Acorns 2 Oaks Ltd. Equal Opportunities, which is the employing body.

## **Main Duties and Responsibilities:**

### **1. Professional Duties**

- To ensure compliance with the Early Years Foundation Stage framework and its implementation.
- To ensure the wellbeing of all children, in line with Every Child Matters, particularly those with additional needs and those vulnerable or at risk.
- To ensure compliance with the framework for protecting children from harm and adherence with the relevant legislation, and to report any concerns in accordance with the safeguarding procedures.
- To implement key person care for a group of children designated to you by the Group Room Leader.
- To develop a trusting and caring relationship with the child and his/her family.
- To regularly observe and assess children's progress, maintain records and share this information, as appropriate, with parents and other professionals.

- To be responsible for the development and implementation of plans for individual children.
- To closely monitor all children.
- To treat any information, or matters relating to the work within the Nursery, as confidential.
- To work in partnership with parents, involving them regularly in the work carried out with their child and in Nursery activities.
- To provide a service which values and respects the race, religion, language and culture of the children and families using the Nursery.
- To plan and provide a range of attractive stimulating activities, indoors and outdoors, designed to meet each child's needs.
- To help in integrating children with disabilities into the Nursery and provide special care if appropriate.
- To ensure all medications, medical care and special diets are administered.
- To remain with the Deputy Childcare Services Manager after the Nursery closes if necessary, e.g. uncollected child or a situation involving reception into care.

## **2. Administrative Duties**

- To prepare reports and contribute to reviews.
- To be aware of, and implement, the policies and procedures of the Nursery. To ensure that all staff work and abide by the policies
- To be familiar with the procedures for fire drill.
- To maintain appropriate Health and Safety standards.
- To be responsible for the care and maintenance of the play equipment.

## **3. Professional Development**

- To operate as a member of the Nursery team and to promote sound working relationships both internally and externally.
- To attend and contribute to staff meetings, room meetings and supervision sessions.
- To update knowledge of the work by participating in workshops and training sessions and sharing knowledge gained with colleagues.
- To support and contribute to students and volunteers on placement.

## **4. Other**

- Any other duties, at a similar level, as required.

## NURSERY OFFICER

### Person specification

		<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Qualifications</u></b>			
1.	To be qualified to NNEB Diploma/NVQ Level 3 BTEC National Diploma in Nursery Nursing/ BTEC Early Childhood Studies Certificate.	√	
<b><u>Experience</u></b>			
2.	A minimum of 2 years working as part of a nursery or early years team with a minimum of 1 year working in a facility registered with Ofsted as qualifying for Nursery Education Grant places.	√	
3.	To have a good understanding of statutory requirements and the Ofsted registration requirements.	√	
4.	To have a good working knowledge of the Early Years Foundation Stage framework.	√	
5.	An understanding of and commitment to equal opportunities practice.	√	
6.	To demonstrate a knowledge of good childcare practice and the ability to make positive relationships with young children and their families.	√	
7.	To hold a current and appropriate First Aid Certificate.		√
8.	Demonstrate a good understanding of confidentiality.	√	
9.	Demonstrate a good understanding of child protection practice, policy and procedures.	√	
10.	To understand the importance of working in partnership with parents, carers and other professionals, to promote the wellbeing of the child.	√	
11.	To have good communication skills, both written and verbal.	√	
12.	To have experience of working as part of a team and to have supervisory skills.	√	
13.	To be willing to update knowledge and practice where necessary and to undertake further training.	√	
14.	To have previous experience working in a community orientated setting.		√
15.	To have basic computer skills.		√
16.	An ability to work flexible hours, which could include weekends and late evenings in order to meet the needs of the local community.	√	