



Job Description: Nursery Assistant/Practitioner

JOB TITLE	Nursery Practitioner Level 3
CONTRACT	Permanent
WORK PATTERN:	35 Hours per week Monday to Friday between 7.15am and 6pm. Hours negotiable. Flexibility around working hours is necessary to support the needs of the provision.
ANNUAL LEAVE	A minimum of 5 weeks paid annual leave per year plus bank holidays
ACTUAL SALARY	£9.50 - £10.26 per hour

Purpose of post

- To contribute a high standard of physical, emotional, social and intellectual care for all children in the nursery
- To ensure all children are safeguarded and their welfare and safety is promoted
- To give support to other team members throughout the nursery
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

Key areas

- Work with and support children
- Work as part of a team
- Build and maintain strong partnerships with parents.

Responsible to

Room Leader and Nursery Management Team

Duties and responsibilities

- To contribute to a programme of activities that meet the individual needs and interests of children in your area
- To help planning for the EYFS and ensure rich indoor and outdoor experiences are available, to keep your own planning up to date.
- To keep records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life
- To follow the nursery safeguarding procedures to ensure all children are kept safe, well and secure
- Engage in good team working
- Liaise with and support parents and other family members

- To attend out of working hours activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- Work alongside the Manager and staff team to ensure that the nursery's philosophy is fulfilled
- Read, understand and adhere to all policies, procedures and developments relevant to your role as deemed appropriate by the Manager
- Recording accidents in the accident book. Ensure the Duty Manager has initialled the report before the parent receives it
- Look upon the nursery as a "whole" where can your help be most utilised? Be constantly aware of the individual needs of all children
- Ensure someone known and agreed by the nursery and parent collects the child
- To respect the confidentiality of all information received.

Specific childcare tasks

- The planning preparation and completion of activities to suit each individual child's stage of development and interests
- To develop your role within the team especially with regard as a key person
- To ensure that children's nutritional needs are met and meal times are a time of pleasant social sharing
- Washing and changing children as required
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensuring a poorly child is kept calm and warm and management is notified immediately
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To carry out observations on children, maintain records and update learning journeys as required.
- To be aware of the high profile of the nursery and to uphold its high standards at all times, both within work hours and outside.



Person Specification – Nursery Assistant/ Practitioner

You should explain how you meet the knowledge, skills, training and experience required in order to carry out the role.

Attributes	Criteria	How identified (i.e. at what stage)	Rank (Essential/Desirable)
Education and training	1. NVQ Level 3 in Early Years Childcare and Education or equivalent	Application form/Interview	E
	Applicable for EYE only: Level 2 qualification in English and maths		E
	2. Valid paediatric first aid qualification		D
	3. Basic food hygiene certificate		D
	4. Valid safeguarding/child protection certificate		D
	5. Other related training		
Relevant experience	1. Experience in a nursery setting	Application form/Interview	E
	2. Experience of working with babies/young children		E
	3. Knowledge of key person systems and record keeping		D
General and special knowledge	1. Knowledge of the Children Act (2004)/Childcare Act (2006)	Interview	E
	2. Knowledge of the Early Years Foundation Stage		E

	3. Knowledge of child development		E
Skills and abilities	<ul style="list-style-type: none"> 1. Ability to communicate well with adults and children 2. To be able to demonstrate the ability to work as part of a team 3. Ability to write legibly 4. Good presentation skills 5. Computer literate 6. Good organisational skills 7. Demonstrate creative ability. 8. Specialist skills (i.e. SEN) 	Application form /Interview	<ul style="list-style-type: none"> E E D D D D D D
Any additional factors	<ul style="list-style-type: none"> 1. Understanding of equal opportunities 2. Awareness of health and safety and practical hygiene issues 	Interview	<ul style="list-style-type: none"> E E