

Jingle Jungle Job Description

NURSERY PRACTITIONER

Responsible to: Nursery Manager/Deputy

Purpose of Post:

1. To provide a high standard of care and education for children in the setting.
2. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
3. To build and maintain strong partnership working with parents to enable children's individual needs to be met.

Main Duties:

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met.
- To be a key person to a group of children and families
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life as appropriate.
- Support all staff and colleagues and engage in a good staff team working.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs of each child.
- To ensure the provision of a high quality environment and resources to facilitate and extend learning and that meets the needs of individual children and includes an awareness of any disabilities, family cultures and medical histories.
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer activities etc. as requested
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To provide support and be a positive role model nursery assistants, students and volunteers .
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

- To undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc.
- To work alongside the manager and staff team to promote and in meeting the setting's vision and ethos.
- To take part in continuous professional development, keeping up with new ideas, developments and share these with colleagues.

Personnel Specification – Nursery Practitioner

Attributes	Criteria	How Identified	Rank
Education and Training	1. Minimum of a full and relevant recognised Level 3 qualification	A	Essential
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	A & I	Desirable
	4. Recent Paediatric First Aid certificate	A	Essential
	5. Basic Food Hygiene	A	Essential
Relevant Experience	6. Experience in working with children	A & I	Essential
	7. Experience of working in an early years setting	A & I	Essential
	8. Experience of implementation of EYFS	A & I	Desirable
	9. Experience of working in partnership with parents	A & I	Desirable
General and Special Knowledge	10. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006	A & I	Essential
	11. Knowledge of Child Development and children's needs	A & I	Essential
	12. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
Skills and Abilities	13. Ability to communicate well with adults and children	A & I	Essential
	14. Ability to work as part of a team	A	Essential
	15. Ability to write legibly	A	Essential
	16. Good presentation skills	A	Desirable
	17. Possess a level of general computer literacy with a range of IT skills.	A & I	Desirable
	18. Good organisational skills	A & I	Essential
	19. Ability to demonstrate creative abilities	A & I	Desirable
Any Additional Factors	20. Understanding of Equal Opportunities	A & I	Essential
	21. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	22. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary.	A & I	Essential
	23. Be reliable and flexible to working hours and times.	A & I	Essential

Key: A = application I = Interview