



Job Description

Our whole group is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title: Remuneration: Hours: Responsible to:	Nursery Practitioner £10.72 per hour Full Time, Permanent, Monday to Friday, All Year Round Head of Early Years
Main Responsibilities:	<p>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 working with students aged 1-4. This is a physically demanding job which requires an adequate level of mobility and fitness, which will include;</p> <ul style="list-style-type: none"> • To provide a wide variety of activities for the children that is suitable to their individual stages of development. • To ensure that child records, on Tapestry are kept up to date. • To build up relationships with the parents in order to build communication between home and pre-school for the child. • To ensure the provision of high quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history. • To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the nursery. • To undertake certain domestic jobs within the pre-school, e.g. cleaning of equipment etc. and the cleaning of rooms. Ensuring the pre-school is kept clean and tidy. • Also to keep up to date with the Health and Safety at work Act. • To record accidents/incidents on the correct forms. • To always ensure that someone known and agreed by the pre-school and parent, collects the child. • To accompany small groups of children on regular local outings. • To assist in the provision of support and guidance to students on placement. • To attend staff meetings, termly parents evenings, and occasional social functions. • To assist with serving the children's lunches. • You will be required to participate in staff training and annual assessments of progress. • To ensure that all policies/procedures and risk assessments are read and understood.

	<ul style="list-style-type: none"> • To respect the confidentiality of all information received. • To carry out any other duties requested by Head of Prep. • To be aware of the high profile of the Pre-School and to uphold its standards at all times both within work hours and outside. • To be happy and approachable.
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Person Specification

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	Essential	Desirable	Method of Assessment
Qualifications:	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills. • A teaching assistant qualification or the equivalent gained through experience. 	<ul style="list-style-type: none"> • Further qualifications with regard to child protection and/or SEN such as Level 2 or Level 3 Trained • NVQ Level 3 	Application Form Production of the Applicant's certificates Interview
Experience:	<ul style="list-style-type: none"> • Experience of working with children aged 2+, preferably within an educational context. 	<ul style="list-style-type: none"> • Recent experience of working in education. • Experience of working with children with special educational needs. 	Application Form Production of the Applicant's certificates Interview Professional references
Skills:	<ul style="list-style-type: none"> • An ability to communicate effectively both verbally and in writing. • An ability to devise and implement a range of strategies to support learning and enjoyment of learning. • Good literacy and numeracy skills. 		Application Form Production of the Applicant's certificates Interview Professional references

Knowledge:	<ul style="list-style-type: none"> • Knowledge of various special educational needs. 		Application Form Interview
Personal Competencies and Qualities:	<ul style="list-style-type: none"> • A genuine enthusiasm for working with children. • A commitment to overcoming barriers to learning. • An ability to inspire confidence. • A positive attitude. • An ability to strike a good professional rapport with children, staff and parents. • Being a positive role model. • To be flexible to the needs of the students. 		Application Form Interview