

# JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: DESSH
Post Reference No:	Location: Caversham Nursery, Caversham Children's Centre
Job Title: <b>Casual Early Years Practitioner</b>	Grade/Salary Range:

## JOB PURPOSE

To provide high quality and safe childcare in the Nursery at Caversham Children's Centre

## DESIGNATION OF POST AND POSITION WITHIN DAYCARE STRUCTURE

To work as part of a team of Early Years staff in providing high quality childcare  
Duties include registration, home school liaison, planning, delivering group activities, record keeping and assessment.

## MAIN DUTIES AND RESPONSIBILITIES

### General Responsibilities/Working as a Team

1. To work in partnership with the rest of the team in order to provide a high quality care.
2. To take part in daily planning and delivery of the curriculum.
3. To take responsibility for preparing before and tidying after each session.
4. To work as a team involving and addressing the needs of all children.
5. To make written observations in line with EYFS requirements at the request of your line manager
6. To maintain a high quality of presentation of materials, equipment and resources for the children.
7. To work with parents to promote parent/child relationships
8. To know and implement the policies and procedures of the setting
9. To work in all areas of the centre as needed.

### Liaison Responsibilities

1. To form good professional relationships with all staff, parents, volunteer helpers and visitors to the Centre.
2. To liaise with other agencies as appropriate maintaining confidentiality.

### Staff Development

1. To keep informed of education and care developments through in-service training and visits.
2. To work within the Health and Safety guidelines of the Centre.
3. To promote the aims and ethos of the Children's Centre agenda

4. To have a positive commitment to working as a member of a team.

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

**SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

What level of CRB check is required for this post?      ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check?  
NO

Does the post require a Protection of Children Act (POCA) check?  
YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify

Is this post 'politically restricted'?      NO

Level of Health & Safety Responsibilities applicable to this post - LEVEL 1

**Risk Assessment**

Be aware of and contribute to Nursery Risk Assessment procedures.

**Other Responsibilities** in line with the post    May be added to by mutual agreement in discussion with the Headteacher.

## PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: DESSH Caversham Nursery & Caversham Children's Centre
Job Title: <b>Casual Early Years Practitioner</b>	Post Reference No: 09 / 09/JJ

### Qualifications/Education/Training:

1. N.N.E.B. / NVQ Level 3 in Childcare and Education.
2. Good numeric and literacy skills.
3. Appropriate First Aid training (Paediatric) - or be willing to undertake.
4. Safeguarding Children training - or be willing to undertake.

### Experience:

Experience of working with children under five years of age.

### Skills and Abilities:

1. Detailed knowledge of child development and the ability to help plan and deliver activities suitable for these very young children.
2. The ability to communicate effectively with staff, parents, students etc. both verbally and in writing.
3. The ability to work as a member of a team and to form good relationships with parent and other members of the wider centre community.
4. The ability to record and assess the children achievements in line with the outcomes detailed in the Early Years Foundation Stage curriculum.
5. The ability to implement all policies, with particular regard to the matter of safeguarding, equality, health and safety.
5. An awareness of the full range of Equal Opportunities issues.
6. Awareness of Special Educational Needs.

### Specific Working Requirements: