



Job Description and Person Specification

Job title	Nursery Practitioner & Deputy Manager
Reports to	Nursery Manager
Contract	Permanent
School	Oakwood Primary Academy
Location	Magnolia Drive, Eastbourne, East Sussex, BN22 0SS
Grade	Grade 4, points 9-10
Hours	32.5 hours per week (8.30am to 3.30pm, Monday to Friday)*
Working weeks	Term time only plus INSET days

Job description

Role purpose

To work effectively as an integral part of the Nursery team providing a stimulating and caring environment for pre-school children (age 2-4). To deputise for the Nursery Manager and to model excellent practice within the setting.

Key tasks

- Plan and provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities in indoor, outdoor and in out-of-setting contexts, which enable children to develop and learn ensuring the consistent and high-quality delivery of the Early Years Foundation Stage
- Act as a key person for a group of children, by observing, monitoring and accurately recording each individual child's development
- Promote the philosophy of 'learning through play'
- Complete Summative Assessments to evidence positive outcomes in supporting children to reach their greatest potential
- Develop and maintain good working relationships with parents/carers, ensuring engagement of families from first point of contact with the nursery, taking into account parent's/carers' and children's views
- Support with transition arrangements in the nursery ensuring that children are supported in seamless transition within the nursery setting and to establish a professional relationship with primary schools
- Enable children to acquire self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene
- Support the Nursery Manager in ensuring that the nursery meets safety and hygiene requirements



- Maintain records and documentation which comply with statutory requirements

Support of Colleagues

- Offer support to students, trainees and volunteers liaising with colleagues as required
- Work proactively and collaboratively with other members of the staff team

Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
- All staff must comply with the school's Safeguarding Policy
- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of the children, these concerns must be reported immediately in accordance with the policy
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)

Deputy Manager duties

- To deputise for the nursery Manager in their absence
- Encourage practitioners to have high expectations of all children and demonstrate commitment to ensuring they can reach their full potential
- Model excellent practice within the setting
- Plan and provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities
- Assist in the organisation of registers and staff rotas to ensure required ratios are maintained at all times
- Maintain records and documentation which comply with statutory requirements
- To act as a Deputy Safeguarding Lead across the nursery setting – once appropriate training has been completed



The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

*The core hours of work are 8.30am to 3.30pm during term time + Inset days. However, our nursery does offer provision from 8am to 4pm. Therefore, the successful candidate will on occasion, be asked to assist to support the nursery with cover and timesheets for the extra hours may be submitted.



Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
Qualifications	NVQ Level 3 in Childcare, or equivalent	E	C
	First aid trained, or willingness to become so	D	I
Experience	Previous experience in a similar role	E	A
	Experience of establishing positive relationships with children	E	I
	Experience of working as part of a team	D	A
Skills and abilities	Ability to use language and other communication skills that children can understand and relate to	E	I
	Knowledge and understanding of safeguarding. Willingness to complete a Designated Safeguarding Lead course & to act as a Deputy Safeguarding Lead across the Nursery setting	E	A
	Ability to organise fun and stimulating activities	E	I
	Ability to consistently and effectively implement agreed behaviour management strategies	E	I
	Ability to demonstrate active listening skills	E	I
	Ability to communicate effectively with parents, carers and other professionals	E	I
	Ability to create and maintain high-quality and accurate records	E	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to work effectively and supportively as a member of the nursery and school team	E	I
	Ability to work in an organised and methodical manner	E	I
Knowledge	Working knowledge of legislation relevant to working with young children	E	I
	Demonstrable understanding of children's development	E	I



	Demonstrable understanding of the Early Years Foundation Stage	E	I
Attributes	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	A commitment to giving children and families the opportunity to reach their full potential	E	I
	A passion for working with and supporting children in the Early Years	E	I
	Model behaviour, attitudes and dress that set the best possible example to children	E	I
Other	Ability to maintain confidentiality on all nursery and school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the nursery and school	E	I
	Willingness to participate in further training and development opportunities offered by the nursery and school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the nursery and school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I