

JOB DESCRIPTION

POSITION: **Early Years Practitioner**

Overall purpose of Post

- To support the Nursery Supervisor in providing a stimulating and varied programme of learning & play opportunities. To ensure the safety and wellbeing of the children and to undertake a key worker role with specific children.

Key Tasks

- To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities.
- To ensure that any information received concerning the children is kept confidential at all times.
- To attend and keep abreast of current safeguarding procedures, ensuring you are aware of the reporting process for any protection or welfare concerns that arise.
- To be involved in record keeping as requested by the supervisor.
- To be responsible for keeping the individual record file for each of the children in the key worker group.
- To assist in the setting up and clearing away of all activities and equipment.
- To ensure high standards of hygiene and safety are maintained at all times.
- To attend staff meetings as requested.
- To attend training as requested.

To support the work and beliefs of the Nursery and School by helping to create an environment that promotes open and equal opportunities for children and adults.

Other Duties

To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the EYFS Leader.

To carry out any other reasonable duties as requested by School Management.

Chilworth C of E Infant School expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. This Job Description outlines the general ways in which it is expected you will meet the overall requirements of this post. The list of tasks is not an exclusive one and duties may be varied from time to time. This Job Description is subject to regular review.