## Job Description

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| Job Title: | Early Years Educator |
| Reference: | John Wallis Nursery |
| Reports to: | Nursery Manager |
| Responsible for: | No line management |
| Salary range: | Academy Band D £10.09 per hour |
| Contract: | 10 hours a week, term-time only |

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| Main purpose of the role: |  | |
| Main duties: | 1. Supporting and liaising with the Manager, Deputy on a daily basis. 2. Maintaining security of Nursery premises. 3. Working within the required standard, ratios and conditions of registration. 4. Adhering to The John Wallis Nursery Policies and Procedures and complying with the Children’s Acts of 1989 and 2004. 5. Possessing a thorough knowledge of Ofsted/Early Years Foundation Stage day care standards and effectively implementing these requirements. 6. Supporting and monitoring EYFS statutory framework (England), to ensure each child develops within a stimulating environment. 7. Ensuring the nursery offers an environment which reflects the cultural diversity of all children. 8. Completing children’s developmental and observation records. 9. Adhering to The John Wallis Nursery and Academy Safeguarding reporting procedures. 10. Supporting the Manager and Deputy Manager in organising and attending a minimum of two parents/carers’ evenings per year. 11. Support the Manager and Deputy Manager in organising and attending events that publicise the nursery; these may include fundraising charity events and open weekends. 12. Supporting the Manager and Deputy Manager in developing and maintaining links within the local community to create a positive nursery profile. 13. Supporting the Manager and Deputy Manager in creating and maintaining successful and professional partnerships with parents/carers. 14. Ensuring close supervision of children during all meal times and adhering to the allergy and dietary requirements of all children within the nursery. 15. Following The John Wallis Nursery procedures for the positive management of children’s behaviour. 16. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
| Health & Safety | * Complying with health and safety legislation * Remaining aware and observant of all health and safety issues in the nursery and where possible reducing the risk of any accident, even in the absence of a risk assessment * Maintaining the highest standards of cleanliness/tidiness within the nursery * Carrying out health and safety checks as outlined within The John Wallis Nursery Policies and Procedures * Adhering to health and safety procedures including the carrying out of risk assessments * Being aware of the outcome of risk assessments and fully implementing the specified controls * Completing accident and incident records effectively * Ensuring The John Wallis Nursery medicine procedures are adhered to * Maintaining allergy management systems in line with The John Wallis Nursery policy | |
|  | **Essential** | **Desirable** |
| Qualification | * To be educated to a minimum of Level 3 in Childcare and Development. * Evidence of Continuing Professional Development relevant to the role. |  |
| Experience | * To have experience working with children and young people and having a proven positive impact on raising attainment. * Possessing a thorough knowledge of Ofsted/Early Years Foundation Stage day care standards and effectively implementing these requirements. * Supporting and monitoring EYFS statutory framework (England), to ensure each child develops within a stimulating environment. * To have experience working with children and young people and having a proven positive impact on raising attainment * Working within the required standard, ratios and conditions of registration |  |
| Skills | * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. * Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. * Creative and innovative. * Excellent facilitation and presentation skills suitable up to and including senior managers. * Data and IT literate with good IT skills. * Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. * Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents. | |
| Qualities | * Able to confidently liaise with senior colleagues including in formal settings. * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Personal and professional authority and resilience. * Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. * Empathetic, tactful and diplomatic. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. * A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. | |