



Manor Infant and Nursery School

Job Description

Job Title: Nursery Practitioner

Responsible to: Nursery Manager / Lead Teacher

Posts Supervised: None

Salary: Band 4 Level 4

Job Purpose

To work as a key worker and as part of the nursery team under the direction of the nursery manager and lead teacher. To provide a safe, stimulating, varied programme of play with a high quality of education and care to meet the needs of the children attending the setting.

KEY TASKS

In the Nursery

- To help prepare and fully set out the playroom before the children arrive and to tidy away at the end of the session
- To ensure high standards of hygiene and safety are maintained at all times
- To be prepared to help when other areas of the nursery may be short staffed or with domestic duties or other duties as specified by the manager
- Ensure that toys and equipment are properly used, withdrawn immediately or rendering harmless any potentially dangerous items and arrange repair or proper disposal
- To assist with the planning, preparation and implementation of the Early Years Foundation Stage
- To act as key person to a small group of children, liaising closely with parents/ carers and ensuring each child's needs are recognised and met
- To listen to, encourage, enable, stimulate and ensure the safe keeping of the children
- To teach children, offering an appropriate level of support and stimulation
- To encourage parental involvement and inform them of their child's progress
- To advise the Nursery Manager and /or Lead Teacher of any concerns, e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary
- To follow rotas be ready to be flexible and adapt the rota when needed. Rotas include activity running, gate duty, snack prep, washing up, etc.
- To work as part of a team and support all staff to maintain a good team working relationship
- Recording accidents in the accident book ensure the manager has initialled the report before the parents receives it

Specific child care task (key worker children)

- Act as a key worker for a group of children
- To prepare and complete activities to suit the child's stage of development



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- To actively encourage children's progress in all areas of development, types and stages of play by interactions and extensions of play activities
- To extend the planning for each key worker child
- Regularly evaluate the children's development and keep a record on your key children for parents
- Create, update and maintain individual children's 2 build a profile
- Washing and changing children as required
- Provide comfort to a distressed and poorly child
- Ensure children are collected by someone known to the nursery

Additional Tasks

- To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job
- To be aware of your responsibilities under the Equal Opportunities, Health and safety, Child Protection and Safeguarding Policies
- To be aware of and adhere to the nursery's policies and procedures
- To take part in special events, outings or visits
- To attend relevant training as directed by the manager or Lead Teacher and take responsibility for your development
- To attend and actively participate in team meetings and appraisals
- To undertake work outside of hours where necessary
- To promote the nursery to current and potential customers
- To undertake any other reasonable duties as directed by the Nursery Manager and/or Lead Teacher in accordance with the Nursery's objectives

NB. This post is exempt from the rehabilitation of Offenders Act 1974, applicants must be prepared to disclose any convictions/ cautions they may have and any orders which have been made against them

Signed by

Employee:

Date:

Head Teacher:

Date: