

Job Description

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| Job Title | Level 3 Early Years Practitioner |
| Pay scale | Level 4 |
| Responsible to | Room Supervisor |
| Purpose | <ul style="list-style-type: none"> • With guidance from the Supervisor/Deputy Manager, adhere to all School policies and procedures • To assist in the high-quality childcare for children placed in the nursery in a way that will meet their physical, social, emotional, intellectual and developmental needs in a non-sexist and non-racist manner • To support as required other personnel within the nursery • To assist with the implementation of the daily routine |
| Job context | <p>All staff working at Blenheim Primary School and Early Years Centre will play a part in enabling the achievement and progress of all children, their families, our staff and the wider community. All staff will share in achieving and maintaining an environment where learning, nurture and development lay at the heart of everything we do. All staff will show a commitment to the happiness, wellbeing and self-esteem of everyone at Blenheim, whilst providing equal opportunities for all.</p> |
| Responsibilities | <ul style="list-style-type: none"> • To help children with feeding, serving meals, changing clothes, toileting and nappies. • Assist with laundry • Help maintain the hygiene standards at all times. • Provide comfort and support to an unwell child. • To ensure mealtimes are a time of pleasant social sharing and communication. • To report any signs of illness, neglect or apparently non-accidental injury. • Ensure each child is collected in accordance with the collection procedure. • With support and training record accidents on the appropriate form and ensure the senior member of staff has initialled the report before the parent receives it. |

General responsibilities

- To contribute to the implementation of appropriate programmes of activity for the children in collaboration with the senior nursery practitioners.
- To have a full understanding of the nursery systems of record keeping and keep full records of activities as appropriate
- To assist in the provision of attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, which encourages independence, self-confidence, self-motivation and eagerness to learn in line with the EYFS.
- To become familiar with the national standards, EYFS, ECM and Ofsted guidelines and recommendations of good practice and to assist in their implementation.
- To become aware of all children's needs including educational needs, EAL and Gifted and Talented
- To have a comprehensive knowledge of all the School and Early Years Centre policies and systems and support the adherence to them.
- To share in the responsibility for safeguarding and promoting the welfare of all children within the nursery.
- To support staff in the meeting and greeting of parents/carers at key drop off and collection times.
- To assist in the daily domestic management of the nursery, including ensuring that the nursery is kept safe, secure and clean at all times. Be prepared to help where needed in the preparation and serving of snack meals, cleaning of equipment, doing laundry etc.
- To respect the confidentiality of the information received.
- To be aware of the high profile of the nursery and to uphold its standards at all times. To work alongside all other staff to ensure the philosophy of the School and Nursery is central to every activity and decision.
- To support the nursery in working in partnership with parents/carers by providing an inclusive welcoming environment.
- To be involved in out of hours activities e.g. training, staff meetings, parents evenings etc.
- Any other duties appropriate to the post and as directed by a senior member of staff.
- To be prepared to work towards a nationally recognised qualification and undertake additional training deemed suitable for the fulfilment of the role in the nursery.

Person Specification

| Attributes | Expectation | Essential | Desirable | Evidence |
|--|---|--|----------------------------|----------|
| Qualifications | <p>Level 3 Early Years Qualification</p> <p>First Aid certificate</p> <p>Child Protection Certificate</p> <p>Basic Food & Hygiene Certificate</p> | ✓ | <p>✓</p> <p>✓</p> <p>✓</p> | |
| Professional Experience and Knowledge | At least one year's childcare experience | | ✓ | |
| Personal aptitude, qualities and skills | <p>Awareness of the EYFS</p> <p>Knowledge of the National Standards and Ofsted requirements</p> <p>Awareness of processes and practices for the monitoring and recording of children's progress</p> <p>Awareness of the ECM agenda</p> <p>Approachable and good communicator</p> <p>Professional individual able to act as an ambassador for the school and Early Years Centre</p> <p>Good organisational skills</p> <p>Flexibility and ability to cope with ever changing demands</p> <p>Able to see life from a child's perspective</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> | |