

NURSERY PRACTITIONER



JOB DESCRIPTION – THE WHITE HOUSE NURSERY
REPORTS TO: NURSERY MANAGER AND DEPUTY MANAGER
WORKING HOURS: 24/40 HOURS PER WEEK
LAST UPDATED: AUGUST 2023

JOB PURPOSE

The role of a nursery practitioner is to be a proactive member of a staff team who provide a safe, stimulating, and inclusive environment in which all children are supported and encouraged to achieve their full potential. You should aim to offer full and practical support in the day to day running of the setting.

KEY RESPONSIBILITIES

Below is a list of tasks and responsibilities that you are obliged to fulfil in your role as a Nursery Practitioner.

- To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report non attendance through sickness promptly and appropriately.
- Ensure Welfare and Safeguarding Children procedures are followed and you know what to do in the event of an allegation being made.
- To assist in providing a safe, supportive and caring environment for young children in the nursery's care. Ensure that all aspects of each individual child's development are given full consideration.
- To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties
- To maintain and follow all Health and Safety policies and procedures at all times.
- To develop a thorough knowledge of all of the company's operational policies and procedures, and employee handbook, ensuring that they are followed and respected at all times.
- To be fully up to date with the requirements of the "Early Years Foundation Stage" and ensure that your practice meets and aims to exceed the requirements.
- To be proactive in the process of activity planning, child observation and development records on a regular basis and as requested by your supervisor and Nursery Management.
- To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by your supervisor or Nursery Management.
- To ensure that communication with children, parents and the staff team is polite, welcoming and courteous at all times.
- To share relevant information and ensure that information passed between parents and staff is communicated to your supervisor/Nursery Management as appropriate.

- To be an effective key person to those children assigned to you and to take on other assigned responsibilities, as requested and advised by your supervisor in line with knowledge and experience.
- To maintain confidentiality about all issues related to children and their families; you're own and other staff members issues and any other management or operational issues.
- Involvement in company training courses to be undertaken and completed which may, at various times, be outside normal working hours.
- To be involved in developing and delivering a stimulating and creative environment within the group.
- To familiarise yourself with the setting policies, procedures and ethos, and implement them.
- To provide staff cover within the nursery group periodically, as requested by the Management team, which could include working at another site.
- To attend all mandatory training sessions, workshops, staff meetings, professional development training, parent evenings, open evenings and any other events as requested by your Nursery Management.
- To carry out any other reasonable additional duties as requested by your supervisor and/or Nursery Management from time to time.
- To take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.

QUALIFICATIONS AND SKILLS

- You must be passionate, energetic, nurturing and committed to your role.
- Applicants must have a sound knowledge of the EYFS and safeguarding guidelines and the ability to develop excellent parent and carer partnerships.
- The minimum qualification required is NVQ level 2/3 in childcare or an equivalent

The duties outlined in this job description are not exhaustive, and the Nursery Practitioner may be required to undertake additional responsibilities as needed, as long as they align with the general character of the role.