

# SENIOR NURSERY PRACTITIONER



JOB DESCRIPTION – THE WHITE HOUSE NURSERY  
REPORTS TO: NURSERY MANAGER AND DEPUTY MANAGER  
WORKING HOURS: 32/40 HOURS PER WEEK  
LAST UPDATED: AUGUST 2023

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## JOB PURPOSE

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The role of the Senior Nursery Practitioner is to support and provide inclusive teaching and learning opportunities for all children attending White House. To support staff in organising the environment inside and out to ensure resources and equipment are available and appropriate to meet the needs of the individual children in the room. These activities will take into account children's abilities, interests, language and cultural backgrounds. To provide a safe, secure and stimulating environment for all children which is enjoyable and enriches their learning, growth and development. This role involves the supervision of all staff, students and visitors who work as part of the team.

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## KEY RESPONSIBILITIES

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- 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.
- 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 ensure you use and fully understand the EYFS Requirements and Framework and Characteristics of learning in helping to provide teaching and learning opportunities to individual and groups of children.
- To lead and deal with any situations regarding any element of the smooth running of the unit.
- To provide high quality care for all children at all times and to set a high standard as an example for less senior staff and students.
- To provide a safe environment by being aware at all times of the dangers and appropriate preventative measures.
- Ensure their records and those of others are properly maintained and are completed correctly e.g. register, accident/incident forms.
- Lead the planning and development of inspiring, enabling environments where children initiate play.
- To liaise closely with parents/carers informing them about the setting and its curriculum, exchanging information about the child's progress and encouraging parents' involvement.
- To liaise with other members of staff to ensure a smooth transition of children from one room to the next.
- Oversee all your designated staff teams children's assessments. Be responsible for a small key group, preparing, maintaining, and completing children's assessments.
- Work within the Setting's Safeguarding policy, reporting any concerns immediately to the identified child protection coordinator.
- To attend training and staff meetings as required as stated in the staff handbook.
- Participate in the program for students, and apprentices providing verbal and written feedback on their progress where necessary.

- Act as the designated responsible person at times when the childcare Manager and Deputy Manager may not be available.
- Be responsible for the day to day running of the room, supervision, and deployment of the staff within your designated room.
- To actively promote the Setting, marketing, promotions and fundraising etc.
- To be responsible for the cleanliness and serviceability of equipment, toys, books etc.in the setting and maintain adequate stock levels of consumable resources (e.g. paper, paint, crayons, and glue).
- To ensure and effective routine/rota is in operation for the cleaning of equipment within your room.
- To ensure that a good example is set at all times in the way that the children are spoken to and the words that are used and that the pronunciation is correct (i.e. no slang to be used at any time).
- Ensure the display work is of a high standard and children's work is displayed positively.
- Ensuring appropriate stock levels of first aid materials.
- Supervise mealtimes, ensuring a high standard of hygiene and cleanliness is in operation when serving and preparing meals and snacks for the children.
- To communicate effectively and regularly with Nursery Management.
- To always maintain confidentiality.

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## **QUALIFICATIONS AND SKILLS**

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- Level 3 or above qualification within child development
- Minimum of 1 year experience as an Early Years Educator (Nursery Nurse/Practitioner) or with children under the age of 5
- Strong understanding of the EYFS

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