



<b>Post Title</b>	Nursery Practitioner - The Oaks - R02 (59201)
<b>Organisation Advertising Description</b>	Hospitality and Accommodation Services - Day Nursery
<b>Full Time/Part Time</b>	Full and part time roles available
<b>Salary &amp; Grade</b>	Grade: 300 Full time starting salary is normally in the range £16,716 to £17,706. With potential progression once in post to £20,792 a year
<b>Duration of Post</b>	Permanent and fixed term roles available

### **Job Summary**

The role of the Nursery Practitioner is to ensure that all children attending The Elms and Oaks Day Nurseries receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs and support all aspects and components of the Early Years Foundation Stage curriculum. This role will entail light domestic duties as and when required in the playrooms.

### **Main Duties**

#### **Marketing**

- Promote the nursery to current parents and potential new parents.
- Effectively communicate information to prospective customers and to provide guidance, support and reassurance to new parents.

#### **Care and Education**

- Provide high standards of quality within the nursery including the environment, resources and experiences offered to children.
- Comply with the statutory framework for the Early Years Foundation (EYFS) and relevant legislation including the Children Act 1989 and 2004.
- To ensure activities take into account the individual needs of each child by implementing a key worker system and building relationships with an identified group of children and their families.
- Observe, support and extend children's learning.
- Ensure effective planning, assessment and record keeping for children, using the EYFS curriculum for guidance.
- Work in partnership with parents/carers to ensure they are kept fully informed and included in record keeping, monitoring and reviewing the progress of their child.
- Demonstrate inclusive practice and positive behaviour management techniques.

- Promoting the welfare of the children and ensure the children are kept safe and Child Protection Procedures are followed where necessary.
- Work with outside professional bodies or agencies as appropriate.
- Work with the Head of Early Years Practice to continuously improve quality of childcare and education.
- To support the nursery in its delivery of quality care education. More experienced practitioners or those working towards promotion will, under the guidance of the Nursery Manager, take on special responsibility for a co-ordinating role across the whole of the nursery which will in turn assist them with their own self- development.

### **Personnel**

- Notify the Management Team of any concerns or issues regarding Company policies and procedures.
- Maintain a positive attitude at all times with children, parents, carers, visitors and work colleagues.
- Ensure confidentiality, where appropriate, is maintained.
- Work as a team with other team members and undertake any other duties as reasonably requested by line management.
- Actively participate in all self-development activities including appraisals, One to One meetings and interim performance reviews.

### **Training**

- Learn about and keep abreast of current developments in childcare and education policy and practice.
- Attend regular team meetings, planning meetings and undertake training as required.
- Support and mentor Nursery Assistants and students completing training placements with the setting.

### **Finance**

- Support the Nursery Manager in deploying people, resources and equipment efficiently and effectively.

### **Facilities**

- Ensure efficient and effective use of available resources reflecting diversity.
- Undertake a shared responsibility the premises, garden and equipment are well maintained and meet Health and safety/EYFS requirements.
- Ensure that the nutritional needs of the children are met and the Food Safety Regulations are complied with.

### **Health and Safety**

- Take responsible care for the Health and Safety of themselves and colleagues who may be affected by acts or omissions at work.
- Demonstrate the highest standard of hygiene and cleanliness of the children at all times.
- Ensuring the premises and the environment are safe, clean, tidy and well maintained.

### **Quality Assurance**

- Adhere to all Company policies and procedures.
- Work with the Nursery Manager and Inspectors during inspections by regulatory bodies and assist in the implementation of any recommendations made by those external bodies or recommendations made following a programme of internal audits.

The nursery team has a personal responsibility to identify any training and development they feel they need to meet the requirements of their role. The nursery team has direct access to Human resources in all matters relating to their

employment. For all day-to-day operational matters the Nursery Manager is the immediate supervisor.

The duties and responsibilities listed above form part of the contract of employment and describe the post as it is at the present time. The University of Birmingham reserve the right to change the duties and responsibilities above and the post holder is expected to accept any reasonable alterations that from time to time may be necessary.

### **Knowledge, Skills, Qualifications and Experience Required**

- Hold a full and relevant childcare and education qualification to NVQ Level 3 or equivalent
- GCSE English Language and Maths at grade C or above
- Experience in working with children from birth to five years and behaviour management
- Experience in customer care
- A sound knowledge of child development from birth to five years
- An understanding of the Revised Early Years Foundation Stage curriculum and the statutory framework
- An understanding of Health & Safety in the workplace
- An understanding and commitment to Equal Opportunities and Child Protection procedures
- Knowledge of Ofsted regulations and inspection criteria
- Up to date knowledge of current thinking in developments in early years and a willingness to undertake further relevant training
- A genuine love of and gain enjoyment from working with children
- Suitable to care for children
- Be both mentally and physically suitable to care for children
- The ability to form and maintain appropriate relationships and personal boundaries with children
- Emotional resilience in working with challenging behaviours
- The ability to write legibly and have good presentation skills
- Effective communication skills both written and oral with adults and children
- Able to work as part of a team
- Good organisational skills