

## **JOB DESCRIPTION**

Job Title                                      Nursery Practitioner

Responsible to                              Nursery Manager

The conditions of employment specify the general professional duties of all staff having due regard to the Vision Statement of Maldon Court Preparatory School, the School Development Plan and Appraisal targets. In addition certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

### **Main Purpose of Role:**

To be a proactive member of a staff team who provide a safe, stimulating and inclusive environment in which babies and young children are supported and encouraged to achieve their full potential.

To offer full and practical support in the day to day running of the nursery and Pre Prep.

### **Main duties of role:**

Below is a list of tasks and responsibilities that you are obliged to fulfil in your role as a 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.
- To assist in providing a safe, supportive and caring environment for young children in the care of Maldon Court; to 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 school's operational policies and procedures; 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 Manager.
- To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by your supervisor or Nursery Manager.



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- To ensure that communication with children, parents and the staff team is polite and courteous at all times.
- To share relevant information and ensure that information passed between parents and staff is communicated to your supervisor/Nursery Manager 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; your own and other staff members issues and any other management or operational issues.
- Involvement and enrolment in school 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 atmosphere within the setting.
- Organise activities, both inside and outside the nursery, which encourage creativity, development, co-ordination, independence, self expression, and learning through play
- To provide staff cover within the nursery group periodically, as requested by the Management team.
- To attend all mandatory training sessions and workshops (as advised by your manager).
- To attend staff meetings, professional development training and any other events as requested by your Nursery Manager.
- To support colleagues who are studying for NVQ childcare qualifications.
- To act as a role model for junior members of staff.
- To carry out any other reasonable additional duties as requested by your supervisor and/or Nursery Manager 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.
- Participate in the key person system and be responsible for a group of children. Monitor, assess, record and report on their development and progress.
- Follow the Early Years Foundation Stage framework for guidance in your practice with the children.
- Work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery
- Be aware of child protection issues and follow the nursery's Safeguarding Children policy and procedures
- Ensure close monitoring of children about whom there are concerns.
- Prepare and serve food, milk, drink and snacks to children, encouraging good nutrition and sociable eating.
- Assist children with personal care, including changing nappies, assisting with potty training and other associated welfare duties.
- Carry out on-going cleaning of the nursery and Pre Prep



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- Carry out health and safety checks as required to ensure the unit is tidy, safe, clean and secure for children, staff, parents/carers and visitors
- Set up the environment influencing by your planning to support the needs of your key children. Ensure your key children's files are kept up to date with planning for their individual needs, the environment, observations, photographic evidence.
- Be responsible for your unit, report when resources run low; including nappies, wipes, aprons, gloves, art equipment, perishables etc
- Participate in free flow systems. This aids children's development in self-assurance, independence, making choices and self-selecting.
- •Ensure that no child is ever left on their own in the unit. Support the children's play as and when required.
- Never leave the unit and put your colleagues at risk of being out of ratio– unless in case of emergency
- Display exemplary practice at all times
- Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the Nursery.

### General Duties

- Supervise pupils before and after school and during break times on a rota basis.
- To help prepare for events outside normal school time e.g. Open Days and Parents Evenings.
- In accordance to direction given by the Headteacher from time to time, carry out such duties as may be reasonably assigned.

### Dress Code and Personal Conduct:

You will be expected:

1. To present a clean and smart appearance at all times:

(a) Only one set of earrings to be worn while at nursery (no dangling earrings or nose studs).

(b) Jewellery must be kept to a minimum to prevent personal or child injury.

(c) Hair to be kept neat and tidy and to be tied back if longer than shoulder length.

**Smart appearance is vital to maintain the professional image of the Pre Prep and Nursery.**

These measures help us to meet the criteria as stated in Health and Safety at Work legislation and they also protect against injury to you and the children your care.

2. To establish and maintain good working relationships and ensure that care is taken when communicating with others to avoid any unnecessary conflict.

3. To encourage an atmosphere of co-operation and respect.

4. To ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents and other staff members.

5. To maintain and respect confidentiality at all times.
6. To ensure that punctuality is maintained throughout the day.

**Illness:**

If, for any reason, you are unable to attend your place of work you must inform the nursery manager. This should be done before, or as soon as possible after, 7.00 a.m. You must also call the nursery before 5.00 p.m. to inform them whether you will be fit for work on the next working day. If you have a doctor's note you should send this to the nursery as soon as possible and ensure that you confirm with the nursery manager the date that you will be considered fit to resume your working duties.

**Emergency Procedures:**

***All staff must be aware of all company emergency procedures, including fire, first aid and safeguarding children.***

**Induction:**

All staff members must complete the school induction and read and be familiar with all company policies and procedures.

**All Health and Safety policies and documents must be read and understood**

Your duties will be as set out in the above job description but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.