Spotty Zebra

Day Nursery

**JOB DESCRIPTION**

**Level 3 Practitioner**

**Responsible to:** Nursery Manager/ Deputy Nursery Manager and Room Leader

**Main Duties:**

* 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 following nursery procedure.
* To assist in providing a safe, supportive and caring environment for young children in the care of *Spotty Zebra Day Nursery Ltd;* 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 company’s operational policies and procedures, ensuring that they are followed and respected at all times.
* To be fully up to date with the requirements and delivery of the ‘Early Years Foundation Stage’ Curriculum and ensure that your practice meets and aims to exceed those requirements in conjunction with other team members.
* To be proactive in the process of activity planning, child observation and development records on a regular basis and as requested by your Room Leader/Nursery Manager.
* 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 Room Leader/Nursery Manager as appropriate.
* To be an effective Keyperson to those children assigned to you, and to take on other assigned responsibilities as requested and advised by your supervisor/Room Leader/Manager in line with knowledge and experience.
* To maintain confidentiality about all issues related Spotty Zebra Day Nursery Ltd, it’s operation, children, their families, parents, staff and any other information acquired as part of the job.
* To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
* To develop and maintain strong partnerships and communication with parents/carers to facilitate day to day care and early learning needs, including awareness of any disabilities, family cultures and medical histories.
* To advise Manager/Deputy of any concerns you may have regarding children, parents, staff members, the safety of the environment, preserving confidentiality where necessary.
* To support Nursery Assistants, Students and Volunteers in the learning and development of the children and the day to day practice.
* To ensure high standards of safety, hygiene and cleanliness are maintained at all times
* To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals etc. and also be involved in out of working hours activities such as staff meetings/open day events.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| Attributes | Criteria | Rank |
| Education and Training | 1. Minimum of a relevant and recognised Level 3 qualification
2. Desire to continue with professional development
 | Essential |
|  | 1. Evidence of ongoing personal development training
2. Recent Paediatric First Aid certificate
3. Basic Food Hygiene
 | Desirable |
|  |
| Relevant Experience | 1. Experience in working with children
2. Experience of implementation of EYFS
3. Experience of working in partnership with parents
 | Essential |
| 1. Experience of working in an early years setting
 | Desirable |
|  |  |
|  |  |
| General and Special Knowledge | 1. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006
2. Knowledge of Child Development and Children’s needs
3. Ability to work with parents/carers/families to encourage partnership working
 | Essential |
| Skills and Abilities | 1. Ability to communicate well with adults and children
2. Ability to work as part of a team
3. Ability to demonstrate creative abilities
4. Ability to write legibly
5. Good presentation skills
6. Possess a level of general computer literacy with a range of IT skills.
7. Good organisational skills
 | EssentialDesirable |
| Any Additional Factors | 1. Understanding of Equal Opportunities
2. Awareness of Health & Safety and practical Hygiene issues
3. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary
 | Essential |

Date of commencement in post: Employee Signature:

Manager’s Signature: Print:

Print: Date:

Date:

\* A copy of the Job description will be kept on file in accordance with the nursery GDPR/Privacy policy \*

Spotty Zebra Day Nursery

0121 602 2225

info@spottyzebradaynursery.com