



*Howe Green House & Little Oaks Nursery is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and **original** examination documents or certificates for verification. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.*

## **Early Years Educator/ Nursery Practitioner - Job Description**

Must have a minimum level 2 qualification in childcare and preferably hold up to date Paediatric First Aid, Child Protection and Food Hygiene certificates.

Full-Time; term time only 08.15am – 4.30pm Monday – Friday.

Rate of pay: Depending upon qualifications and relevant experience.

Subject to references satisfactory to the School, DBS and qualifications check.

Closing date: midday on Thursday 1<sup>st</sup> July 2021.

Interviews will take place the following week.

### **DUTIES AND RESPONSIBILITIES**

- To provide the highest standards of quality care and education.
- To work within the framework of the Children Act, the Early Years Foundation Stage, Statutory Framework, the Nursery/School Policies and Procedures and current legislation relating to childcare.
- To implement and evaluate a plan of suitable experiences and activities for the children in your care, providing a safe and stimulating environment for the children to develop.
- To ensure that health and safety and security measures are constantly maintained.
- Preparation and maintenance of appropriate children's records, observations and learning journeys and a system of planning for individuals needs and next steps – EYE Role
- Foresee the needs of Special Needs children and give physical, emotional, intellectual guidance as appropriate and work alongside parents to give full integration in the Nursery – EYE Role
- Work positively as part of a whole team, using initiative, sharing information and being flexible whenever necessary.
- To work in close partnership and to develop and maintain good relationships with parents / carers and other family members.
- To attend ALL out of working hour's activities, e.g. training, staff meetings, parents' evenings, events, etc.
- To attend room meetings to ensure good team motivation, information sharing and planning.
- To be flexible in working practices with the Nursery/School.
- Be prepared to help where needed, including to undertake certain domestic jobs within the Nursery/School, e.g. preparation of snack, cleansing of equipment, putting out bins, laundry, etc. and flexibility with regard to working in a different area as and when required to ensure effective operation of the Nursery/School.
- Work alongside the Manager and staff team to ensure that the vision, philosophy and objectives of the Nursery/School are fulfilled.



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- To respect and maintain confidentiality in relation to children, families, staff and the Nursery/School.
- To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the Nursery/School and to uphold its standards at all times.
- To be an ambassador for the Nursery/School both whilst at work and in the wider community.
- To ensure good standards of hygiene and safety standards appropriate for the needs of young children.
- To initiate and conduct effective risk assessment.
- To have an awareness of the requirements of the Nursery/School as a whole and to be familiar with the routines.