

## Nursery Practitioner Role/Person Specification

We are looking for a suitably qualified Nursery Practitioner responsible for caring for children and maintaining a high-quality, stimulating learning environment. The successful candidate will have excellent communication skills and be able to work as part a team for a thriving Nursery in Bushey, Hertfordshire. The candidate will be a warm and responsive individual who will work flexibly and effectively as part of a team to ensure the smooth running of the Nursery. To work closely with the Senior Practitioner in the delivery of a high quality provision within your designated room. In return we offer excellent rates of pay with on-going support and career development for this full time, permanent position. The Nursery is a stand-alone setting but part of and supported by an established independent school.

### Reporting Responsibilities

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| Position:            | Part-Time Nursery Practitioner (1 year maternity cover)  |
| Hours of Work:       | 20 hours per week, (9.30am – 1.30pm) 52 weeks  |
| Holiday              | Pro rata of 25 working days holiday plus bank holidays.  |
| Reporting to:        | Nursery Manager  |
| Salary:              | Competitive, dependent on experience   |
| Main Responsibility: | <p>To support the Nursery Manager to ensure that the provision is of the highest quality; providing a safe, stimulating and caring child-centred environment catering for the children’s educational and developmental needs.</p> <p>To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Nursery, including monitoring, evaluating and developing the provision.</p> |

| Key responsibilities                                    |  |
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| <b>1. Curriculum development and childcare practice</b> | <p>Provide high quality care and activities for children which recognise both individual and group requirements in a secure safe and stimulating environment.</p> <p>Responsibility for the welfare of all children in your designated room, following systems to ensure consistent, high-quality care. Be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance policy safeguarding.</p> <p>Develop genuine bonds with your key children and support colleagues to sensitively fulfil their key person responsibilities.</p> <p>Reflect on practice and daily routines, tailoring them to meet the individual needs of each child, throughout the day.</p> <p>Contribute to planning and the provision of a stimulating range of age-appropriate activities and ensuring your room is well-resourced and creatively set-up at all times.</p> <p>Participate in free flow systems when appropriate; aiding the children’s development in self-assurance, independence, making choices and self-selecting.</p> |

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|   | <p>To make a positive contribution in supporting the running of the Nursery, reporting any problems to the Nursery Manager or Deputy Nursery Manager.</p> <p>To support the Nursery in its delivery of EYFS, with assigned responsibility for coordinating one of the EYFS principles or associated aspects relating to the Early Years Foundation Stage.</p> <p>To ensure that all knowledge and information is kept up to date and to disseminate relevant information.</p> <p>To set up the environment influenced by your planning to support the needs of your key children. This will involve supporting the Observation, Assessment and Planning cycle, regularly maintaining your key children's files, Learning Journals and assessments; planning for their individual needs, carrying out focused short and long observations and maintaining photographic evidence.</p> <p>As part of the BB team, support colleagues as required, ensuring children's activities are suitable taking into account their age, interests and equality and inclusion.</p> |
| <p><b>2. Record keeping and reports</b></p>   | <p>Meeting requirements for the planning, observation, assessment and recording of children's development.</p> <p>To contribute to and maintain children's observations and the assessment of children's learning and development ensuring records and Learning Journals are kept up-to-date, are of a high standard and are shared effectively amongst practitioners and parents/carers.</p> <p>To assist with the development and implementation of systems to monitor and record children' development and progress.</p> <p>To contribute to and complete half termly baseline assessments and termly reports.</p>   |
| <p><b>3. Parental involvement: managing relationships and sharing information</b></p> | <p>Provide feedback and work in partnership with parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in Nursery life.</p> <p>To work in partnership with parents, providing high levels of customer care at all times.</p> <p>Ensure parents/carers are kept fully informed and included in record keeping, monitoring and reviewing the progress of their child.</p> <p>To respect the confidentiality of information received.</p>  |
| <p><b>5. General</b></p>  | <p>Assist children with their personal care, including changing nappies, assisting with potty training and other associated welfare duties.</p> <p>Assist with the preparation and serving of food, milk, drink and snacks to children to encourage good nutrition and sociable eating.</p> <p>Carry out Health and Safety /Risk Assessment checks as required to ensure that the environment is tidy, clean, safe and secure for children, staff,</p>  |

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|  | <p>parents/carers and visitors.</p> <p>Be familiar with the policies and procedures of Bluebird Nursery and St Hilda's School; adhering to them at all times.</p> <p>Undertake other duties appropriate to the grade and character of the work that may reasonably be required by the setting.</p> <p>To be a positive role model responsible for volunteers and students on placement operating within each room within Bluebird Nursery .</p> <p>To work alongside the Nursery Manager to ensure that the Bluebird Nursery and St Hilda's School ethos is fulfilled.</p> <p>To promote the high standards of the Nursery at all times to parents, staff and visitors.</p> <p>To be prepared to interchange within the Nursery.</p> <p>To have an understanding of the EYFS curriculum, along with being adaptable and having the ability to work across all age groups.</p> |
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You will be consulted about any proposed changes during your progress development discussions. Please note that 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 as a term of your employment you may be required to undertake various other duties as reasonably required.

To conduct yourself in a professional manner at all times.

To be aware of your entitlement to professional development and take part in regular appraisals, lesson observations and supervisions.

### **Person Specification**

You will need to have the following qualifications, training and experience:

- Minimum NVQ level 3 or NNEB (or equivalent) with previous experience
- Good level of numeracy and literacy (GCSE English and maths) is desirable
- An understanding of the EYFS Curriculum
- Excellent organisational skills with the ability to work to targets and deadlines
- Proactive and innovative approach to challenges and ideas
- To possess a flexible, energetic and adaptable approach
- Understanding of the importance of Health and Safety
- Strong positive team player and role model who is able to get the job done
- Strong attention to detail and a commitment to excellence
- Excellent communication skills
- Strong IT skills
- Able to demonstrate the ability to take on a responsibility role
- To have a flexible, energetic and adaptable approach