



All Stars Childcare^{td}
Bright from the start!

Job Description

Nursery Practitioner

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| Job Title: | Nursery Practitioner |
| Salary: | tbc |
| Hours: | Full time and part-time |
| Responsible to: | Nursery Team Leader / Nursery Manager |
| Responsible for: | Trainees / apprentices |

Job Purpose

- Contribute to a high standard of physical, emotional, social and intellectual care for all children in the nursery
- Develop and maintain good relationships and professional communication with parents / carers and give support to other team members throughout the nursery
- Work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.
- Promote the high profile and reputation of the business at all times.

Duties and responsibilities

- Contribute to a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members
- Keep records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life
- Liaise with and support parents and other family members
- Attend out of working hours activities, e.g. training, monthly staff meetings, parents evenings, fundraising events etc.
- Be flexible within working practices of the nursery and be prepared to help where needed
- Undertake domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment and nursery facilities etc.
- Work alongside the Manager and staff team to ensure that the nursery's philosophy is fulfilled

- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
- Record accidents in the accident book and gain authorisation / endorsement by the Manager
- Report any irregularity, unusual or potentially unsafe incident to the Manager
- Look upon the nursery as a "whole" entity and constantly consider where your help can be most utilised whilst always being aware of the individual needs of all children
- Ensure that the children are only released into the care of authorised parents or carers upon collection adhering to the nursery procedures at all times.
- Respect the confidentiality of all information received in line with the Data Protection Act.

Specific childcare tasks

- Prepare, undertake and complete all activities to suit each individual child's stage of development and interests
- Develop your role within the team
- Ensure that meal times are a time of pleasant social sharing
- Wash and change children as required applying high standards of hygiene
- Ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensure any unwell child is kept calm and warm and management is notified immediately
- Develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- Always ensure and maintain the provision of a high-quality caring environment meeting the needs of individual children regardless of any disabilities, family backgrounds or medical history
- Promote the high profile of the nursery, its policies and procedures and uphold its standards at all times, both within work hours and outside
- Undertake regular training in accordance with your job role
- Attend monthly staff meetings outside working hours as required
- Undertake any other duties related to the job purpose and which may be necessary to fulfil the nursery's work
- Carry out all duties in a safe and proper manner in accordance with the company's Health and Safety Policy
- To undertake all duties in line with the company's values, policies, procedures and regulations (as they develop) ensuring that the work undertaken actively promotes equality, diversity and non-discrimination

This job description is not exhaustive and is subject to change in accordance with the business needs of the Company.

PERSON SPECIFICATION

ESSENTIAL

- Minimum NNEB, NVQ, BTEC Level 1/2 Early Years Childcare and Education or equivalent
- Experience of working with young children and babies.
- Up to date specialist First Aid certificate or willing to complete training
- Current DBS Certificate
- Good written and oral communication skills, telephone manner
- Good personal presentation and hygiene
- Flexible, can-do, helpful attitude
- Patient, caring and good sense of humour
- Ability to work using on initiative and as part of a team.

Desirable

- Childcare Level 3
- GCSE English and Maths grade c or above
- Non-smoker preferred
- Car driver, own transport
- IT literate and good telephone manner

Terms and Conditions

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| Holidays | 20 days paid per annum + bank holidays. 3 days to be taken during Nursery closure. |
| Maternity Leave/Pay | Statutory leave and pay with some enhanced features according to service and negotiations |
| Compassionate Leave | Up to 3 days paid in certain circumstances |
| Medical, Dental, Hospital Appointments | To be made where possible outside of working hours |
| Contract | To be agreed with six months probationary period |
| Notice | According to employment statement |
| No smoking policy | A no smoking policy operates throughout the site and premises. |
| Dress code | Some uniform items are provided in accordance with All Stars Childcare's dress code |