



Early Years Educator

Job Title:	EYE	Job Holder:	N/A
Department:	Toddler Room	Location:	Cortayne Road
Reporting to:	Nursery Manager		

JOB DESCRIPTION - NURSERY NURSE

The Early Years Educator is responsible to the Manager and Deputy Manager and Room leader.

Duties will include:

Adhering to the Policies & Procedures of Wraparound and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted/CSIW and the National Standards. Ensuring confidentiality is maintained in the nursery. Working as part of a team.

The care and supervision of the children with regard to their physical, emotional and intellectual needs.

The planning and preparation of activities, to meet children's individual needs, liaising with parents and negotiating working targets ensuring effective communication within the nursery.

Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.

Keeping of development records and observations.

Positive management of children's behaviour.

Preparation, care, cleanliness and maintenance of the playrooms and equipment.

Supervision and effective mentoring of Nursery Assistants and Students.

Providing a good role model for Nursery Assistants and Students and helping new staff to fit into the nursery.

Keeping and monitoring accident, incident and risk assessment records.

Supervision of meals and mealtimes and, where appropriate, preparation of babies' bottles.

Laundry duties.

Attendance of staff meetings as arranged by the Nursery Manager.

Participating in regular parents' evenings, publicity, open weekends and children's outings.

Any other duties appropriate to the post as directed by the Nursery Manager and Area Manager.

Person Specification

	Essential	Desirable
Qualifications		Paediatric first aid training and Epi Pen training. Commitment to further professional Development.
Experience	A minimum of two years Experience working in the early years of the Early years Foundation stage Curriculum. Experience Working with children under 3. Experience managing a small team of people.	Working in Partnership with parents. Understanding of Best practice and experience leading a team through OFSTED inspections.
Knowledge and Understanding	understanding of the following: <ul style="list-style-type: none">• classroom organisation and learning strategies.• The Statutory requirements as per the EYFS• The monitoring assessment recording and reporting of children's progress.• The statutory requirements of legislation concerning Equal opportunities Health and Safety SEN and Child Protection.• The Positive links necessary within the nursery and its stakeholders.• Early Years Outcomes.	may also have knowledge's and understanding of. <ul style="list-style-type: none">• The preparation and administration of statutory assessments.
Skills	will be able to:-	

	<ul style="list-style-type: none"> • Develop good personal relationships within a team; • Have good ICT skills. • Promote the nursery's aims positively and use effective strategies to monitor motivation and moral. • Establish and develop close relationships with parents, governors, and the community. • Communicate verbally and in writing to a variety of audiences. • Create Happy, challenging and effective learning environments. 	
Personal Characteristics	Be Approachable, Committed, Enthusiastic, able to motivate self and others, calm under pressure and exceptionally well organised.	Be able to mentor staff that are training.