



# ST JAMES

## Schools

### Nursery Practitioner Job Description (Full-time position, Year-Round)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Summary of the Role

The Nursery Practitioner will be a key member of staff at St James Schools and support the Nursery Manager in the day to day running of the Nursery.

#### Main Duties

- To assist in the provision of a high standard of care for children placed in the Nursery in a way that meets their physical, social, emotional, intellectual and developmental needs.
- To assist with the implementation of the daily routine within the Nursery.
- Responsible to the Nursery Manager.
- To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the EYFS Staff.
- To have a full understanding of the EYFS systems of record keeping and keep records of the children's development, using the EYFS key worker system.
- Confer with other EYFS staff to compare observations, discuss future planning and any other relevant matters.
- To assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, which encourage independence, self-motivation and eagerness to learn.
- To assist in the provision of a high quality environment to meet the needs of individual children.
- To be familiar with EYFS ISI and OFSTED guidelines and recommendations of good practice and assist in their implementation.
- To share the responsibility for safeguarding and promoting the welfare of all children in the class.
- To assist with the domestic management of the class, including ensuring that the area is kept safe, secure and clean at all times.
- Be prepared to help where needed in the preparation of snacks, meals, cleaning of equipment etc.
- To be aware of the high profile of the school and to uphold its standards at all times.
- Maintain professional, respectful and positive relationships.
- To be involved in out of working hours activities e.g. training, staff meetings, Open Days.
- To help children with feeding, changing clothes, toileting, nappy changing etc.
- Help maintain hygienic standards at all times.
- Providing comfort and warmth to a poorly child.

- To ensure meal times are a time of pleasant social sharing.
- To report signs of illness, neglect or apparently non- accidental inquiry.
- Ensure each child is collected in accordance with the collection procedure.
- Any other duties appropriate to the post as directed by a senior staff member.

**Note:** This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

#### **Hours of Work**

- Normal hours of work will be 42 hours per week, Monday to Friday,
- Salary: competitive

Person Specification:

Desirable qualifications, skills and experience needed for the role include:

- A college course and gained certification in one of the following – a Level 3 Certificate in Childcare and Education or a Level 3 Diploma in Early Years Education and Care
- Previous work experience at a nursery or early years setting or school club, where applicants learned on the job and obtained the child-caring skills necessary for this position
- All applicants will have to pass an enhanced background check
- Flexibility, patience and openness to change
- A caring and nurturing attitude towards children
- Excellent verbal communication
- The ability to remain calm under pressure and work well with others
- Sensitivity and understanding
- A sense of fun, creativity and imagination to provide activities