**Early Years Educator/ Nursery Practitioner/ After School Care Assistant - 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.

Part-Time; term time only 11.30am – 4.30pm Monday – Thursday and 11.30am – 5.45pm each Friday.

With effect from September 11.30am – 5.45pm 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 Wednesday 29th January 2020.

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.
* 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.