



## RIPLEY COURT SCHOOL

### Ripley Court School Job Description NURSERY PRACTITIONER

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

<p><b>Purpose of the role:</b></p>	<p>The main purpose of this role will be to provide care for children between 2 – 5 years.</p> <p>The role-holder will act as a key person to a group of children within the nursery and will assist the nursery team to establish and maintain social, intellectual, physical and emotional wellbeing of the children.</p> <p>The role-holder will also be required to provide appropriate fun and stimulating experiences to encourage independence and child-initiated learning to take place.</p> <p>Term time hours, or 46 weeks of the year care, is negotiable for this role. Ideally, the role holder will perform administrative duties during the holiday periods, with the potential to support the running of a 46 week a year Nursery in due course.</p> <p>This role will report into the Nursery Manager.</p>
<p><b>• Main Duties and Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Provide a safe and stimulating environment that makes children, parents/ carers and students feel happy, safe, comfortable and valued.</li> <li>• As a key person ensure that learning and care is tailored to the child's individual needs. Help the children become familiar with the setting. Offer a settled relationship for the children. Engage and support parents in guiding their child's development at home. Maintain confidentiality at all times.</li> <li>• Develop a stimulating environment through the use of child and adult led activities and interactions.</li> <li>• Extend children's play in a creative and imaginative way responding to their individual needs and interests.</li> </ul>

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- Assist in the distribution of snacks and meals, including maintaining a high standard of hygiene and cleanliness.
- Promote a positive learning environment following the school behaviour policy.
- Update registers, activity plans, accident records etc. as required.
- Support the physical well-being of the children by meeting individual care and needs e.g. toilet training and hygiene, clothing and application of sun cream.
- Greet visitors, parents/carers in an appropriate manner ensuring identification at all times.
- Administer first aid and prescription medication where necessary, following set guidelines within the appropriate policies and procedures.
- Assist the Nursery Manager in the ordering of materials and equipment.
- Provide information to parents regarding the day care of the children and pass on any enquiries to the Nursery Manager as appropriate.
- Encourage parental involvement and support for the nursery and the School.
- Participate in curriculum planning and implementation providing an effective learning environment, meeting EYFS requirements.
- Participate as a team member in developing new ideas in areas of the Nursery provision.
- Undertake appropriate continuous professional development and participate in team meetings such as staff and Nursery meetings.
- Carry out administration tasks as appropriate.
- Understand and adhere to the Nursery's safeguarding policies and procedures to keep children safe and secure and ensure others at the setting are adhering to the policy.

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	<ul style="list-style-type: none"> <li>• Raise child protection issues, reporting any concerns to the Designated Safeguarding Lead, and record factual information accurately.</li> <li>• Undertake such other comparable duties as the Nursery Manager, Head of Early Years and Key Stage 1, or Headteacher requires from time to time.</li> <li>• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> </ul>
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## Ripley Court School Person Specification

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	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 Qualification</li> <li>• Paediatric First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 Qualification.</li> <li>• SEN and Child Protection training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with nursery and pre-school children (age 2 to 5 years) in an EYFS setting.</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Child Development and children's needs.</li> <li>• Effective listening skills.</li> <li>• Ability to communicate confidently with adults and children.</li> <li>• Up to date knowledge of Safeguarding legislation and guidance.</li> <li>• Awareness of Health and Safety and practical hygiene issues.</li> <li>• Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of legislation relevant to Early Years such as EYFS, SEN, Safeguarding etc.</li> </ul>

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<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"><li>• A friendly, open, good-humoured and collaborative attitude, and a commitment to School ethos.</li><li>• Ability to work flexibly and under pressure.</li><li>• Empathy for others.</li><li>• Genuine passion and a belief in the potential of every child.</li><li>• Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.</li><li>• Ability to maintain consistency and fairness.</li></ul>	