

JOB REF NO: 6475

JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	Nursery Practitioner (Nursery Nurse) 28.5 hours per week – Permanent – 35 weeks round
RESPONSIBLE TO:	Nursery Manager/Head of College Nurseries
GRADE:	Business Support Scale
SALARY:	From £21,612 up to £24,199 Pro Rata (Inclusive of London Weighting)
CLOSING DATE:	Tuesday 27 th June 2017 (Midnight)

B. PURPOSE OF THE JOB

- To plan, organise, deliver and evaluate activities and learning experiences for children within the Early Years Foundation Stage in partnership with parents
- To observe and support children's all round development enabling each child to reach their full potential

C. MAIN DUTIES AND RESPONSIBILITIES

Supporting child development

- To be a key person to update support and extend key children's learning journeys via observations, assessments and activity plans in conjunction with the nurseries Early Years Professional. To carry out all key persons related responsibilities in building relationships with children and their families
- To Plan appropriately for children using the Early Years Foundation Stage Curriculum for guidance
- To Maintain accurate and effective up to date children's records which identify children's individual needs, abilities and progress and use as a basis for future planning
- To maintain an up to date knowledge of child development and the Early Years Curriculum
- To attend staff meetings, planning meetings and organised training events
- To develop and maintain highly professional working relationships with EYFS advisory teachers, area SENCO's and other agencies that may visit the nursery

Communication and Engagement

- To work in partnership with parents both formally and informally
- To welcome parents and children to the nursery in a cheerful and friendly manner
- To communicate effectively with members of the nursery team

- To participate in the training programme of a wide variety of students (i.e. placements and volunteers) by giving guidance and support
- To communicate and engage with children to support their speech and language development using different methods
- To be responsible for participation in all self –development activities including appraisals and supervisions
- To develop your role within the team
- To provide a service which values and respects the differing cultures, ethnic background and household structures of the families and the children within the setting

Child Protection, Safeguarding and promoting welfare of the child

- To work within all relevant City and Islington College Nurseries Child Protection and Safeguarding policies and procedures
- To work within City and Islington College Nurseries Equal Opportunities Policy and contribute to making an inclusive environment
- To manage children's behavior and routines in line with City and Islington Colleges policies and Procedures
- To undertake specific duties and tasks related to the safety and hygiene of the children and the cleanliness of the nursery
- To ensure that children are kept safe and that staff fully understand, and when necessary follow child protection procedures
- To comply with the statutory framework for the EYFS and relevant statutory regulations and legislation including the Children Act 1989 and 2004
- To be fully aware of all emergency and security procedures e.g. fire precautions and evacuations, security dropping off and collection of children
- Operate the highest standard of hygiene and cleanliness including bedding, nappy changing, food surfaces and cleaning of all equipment
- To share responsibility for the support and supervision of children meals and snacks, changing their clothes and nappies and taking them to the toilet and attending to children's personal hygiene in a discreet and dignified manner
- To provide comfort for sick children and to administer First Aid as appropriate
- To administer medication when necessary, in accordance with the nurseries policies
- To record accidents /incidents in the books provided
- To respect confidentiality of information received
- To understand and implement safeguarding practices that lesson the risk of allegations being made against staff
- To undertake nursery risk assessment and take actions where necessary

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems



- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Important:

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of our **Business Support Competency Framework** from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.
- Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.

Qualifications and Experience

1. A Childcare and Education Qualification equivalent to NVQ level 3
2. Experience of working with children 0-5 years
3. To be Pediatric first aid qualified

Knowledge and Understanding

4. A sound knowledge of child development for children from birth to 5 years
5. An understanding of the Early Years Foundation Stage Curriculum
6. An understanding of a play based approach to children's learning and development
7. Knowledge of child protection and safeguarding procedures
8. Knowledge of research related to childcare and education
9. An understanding of the role of the Key Person
10. An understanding of and commitment to equal opportunities



11. An understanding of Health and Safety in the workplace

Skills and Abilities

- 4. Good communication skills both written and verbally
- 5. Ability to develop effective relationships with colleagues, parents and outside agencies
- 6. A willingness to undertake further relevant training
- 15. Strong organisational skills within child observations, assessments and planning
- 16. Calm under pressure particularly within a nursery environment

This post is subject to an enhanced Disclosure and Barring Service (**DBS**) disclosure

