



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.

Purpose of the role:	The main purpose of this role will be to provide care for children between 2 – 5 years. 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. This role will be based at Ripley Court School and the role-holder will be required to work between 8.00am and 4.15pm, Monday to Friday, during term time. The role-holder will also be required to cover some break, lunch and after school duties during the week, for which there is a rota and reasonable notice is given. This role will report into the Nursery Manager.
Main Duties and Responsibilities:	<u>Nursery</u> • Provide a safe and stimulating environment that makes children, parents/carers and students feel happy, safe, comfortable and valued. • 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. • Develop a stimulating environment through the use of child and adult led activities and interactions. • Extend children's play in a creative and imaginative way responding to their individual needs and interests. • Assist in the distribution of snacks and meals, maintaining a high standard of hygiene and cleanliness.

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- 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.

After School Club

- Assist with setting up the venue each day so that it is ready for the children to arrive.

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- Take a daily register and ensure that all paperwork is accurate and up to date.
- Maintain awareness and knowledge of any medical/dietary requirements for all the children attending After School Club.
- Assist with the serving of snacks as appropriate.
- Create a welcoming and supportive environment for the pupils.
- Provide supervision for the children during the club.
- Lead children in appropriate play and learning activities.
- Encourage high levels of good behaviour and approach inappropriate behaviour in line with the School's policies and ethos.
- Tidy the space at the end of the session, finishing at 6.00pm.
- Organise and manage resources including ordering additional resources and equipment where required.
- Manage any requirements for first aid, to include reporting effectively.
- Report, as appropriate using the School's agreed referral procedures, on the behaviour of pupils during the After School Club, and on any problems arising.

Other

- Attend staff INSET training and staff training meetings as required under the guidance of SLT.
- Raise child protection issues, reporting any concerns to the Designated Safeguarding Lead, and record factual information accurately.
- Undertake such other comparable duties as the Nursery Manager, Head of Early Years and Key Stage 1, or Headteacher requires from time to time.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Ripley Court School Person Specification

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	Essential	Desirable
Qualifications	• NVQ Level 2 Qualification • Paediatric First Aid	• NVQ Level 3 Qualification. • SEN and Child Protection training
Experience	• Previous experience of working with nursery and pre-school children (age 2 to 5 years) in an EYFS setting.	
Skills and Knowledge	• Knowledge of Child Development and children's needs. • Effective listening skills. • Ability to communicate confidently with adults and children. • Up to date knowledge of Safeguarding legislation and guidance. • Awareness of Health and Safety and practical hygiene issues. • Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary.	• Knowledge of legislation relevant to Early Years such as EYFS, SEN, Safeguarding etc.
Personal competencies and qualities	• A friendly, open, good-humoured and collaborative attitude, and a commitment to School ethos. • Ability to work flexibly and under pressure. • Empathy for others. • Genuine passion and a belief in the potential of every child. • Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct. • Ability to maintain consistency and fairness.	