



ALBYN SCHOOL

Nursery Practitioner / Early Years Educator

Introduction: Albyn School's Nurseries

Albyn has three nursery stages to cater for the needs of young children. The Toddler Unit for children aged 2-3, the Ante-Pre School for 3-4 year olds and a Pre-School for 4-5 year olds. In total we have around 120 pupils in the three sections of the nursery.

The Toddler Unit

The brand new Toddler Unit was opened in September 2011 as part of the Albyn School redevelopment programme. It consists of two large playrooms, a children's toilet and cloakroom. It has access to a playground, secure garden and space for indoor activities. Here, our youngest pupils are introduced to experiences of play and discovery under the sympathetic guidance of staff. It seeks to promote positive behaviour, self-esteem, respect and care for others in a secure and nurturing environment.

Ante and Pre-School Nursery

As with the Toddler Unit, the Ante and Pre School Nursery provides a safe, happy and stimulating environment where each child can build a positive self-image and develop into a confident, eager and enthusiastic learner. Children learn by taking part in active play, doing, thinking, exploring through quality interaction, intervention and relationships founded in children's interests and abilities across a variety of contexts. Children attending the Ante and Pre-School Nursery broadly follow a theme related curriculum which is based on the Scottish Office Guidelines, Pre *Birth to Three* and *Curriculum for Excellence*.

Post:	Nursery Practitioner/Early Years Educator
Job Purpose	To work as a member of the Nursery team to encourage the learning and development (social, emotional, intellectual and physical) needs of each child within a safe, happy, caring and stimulating environment.
Tenure:	35 hrs per week , Monday to Friday between the hours of 8am and 6pm. Typical shift patterns are 8am to 4pm or 10am to 6pm, all year round. <i>All posts are subject to a standard six month probationary period.</i>
Responsible to:	Nursery manager as line manager;
Accountable to:	Headmaster and Senior Management Team

Salary and Benefits*

- Salary ranges from £18,212 to circa £21,000 per annum and depending on qualifications and experience.
- Salaries are reviewed on an annual basis.
- The holiday entitlement is 25 days per year plus local holidays for full time staff. Part time on a pro-rata basis.
- 2 week Christmas closure.
- There is a discount on fees for the children of Albyn School staff.
- Over time is paid at time and a half or can be taken as time off in lieu.
- Pension scheme.
- Free life assurance.
- Core training is paid for by the School. Over time is paid for attending courses outside working hours.

****Benefits are non-contractual and may be amended by the School from time to time.***

Other Information

- Nursery practitioners have no more than 5 key children.
- Time out from duties given to complete paperwork. We have a separate workroom for practitioners.
- We support further study – funding applications can be made.
- We have a staffroom and kitchen facilities for staff.
- We have estates staff and a dedicated nursery cleaning team.

Roles and Responsibilities

Learning Interaction and Assessment

The post holder will be required to:

- Listen, talk and respond to children in a range of learning contexts;
- Provide encouragement, giving help when needed and showing appreciation of children's efforts;
- Set up challenging and stimulating learning situations indoors and outdoors to help children develop skills of sharing, cooperating, organising and problem solving;
- Select (and clear away) equipment and toys most suited to each session's activities, both indoors and outdoors, ensuring that resources are clean, safe and well-maintained;
- Assist and / or support the children at all times, including meal times, toileting and changing times;
- Undertake kitchen duties as required for the planning and preparation of meals and snacks and any subsequent clearing up. Elementary food hygiene standards must be maintained at all times;
- Display collections of items (children's work, growing things, artefacts) to encourage children's questions and investigations;
- Report to parents on a daily basis.
- Assist in observing, assessing, recording, reporting and evaluating each child's progress under the supervision of the Nursery Manager.

Administration

The post holder needs to ensure that the administrative tasks associated with the work of the Nursery are undertaken. Amongst other duties this will involve:

- Ensuring that an attendance register is maintained;
- Attending and contributing to planning meetings and any other Nursery events as required;

- Answering telephone enquiries and other duties associated with communicating effectively with Albyn School.

Health & Safety

The post holder will be required to:

- Adhere to all statutory and School health, hygiene and safety guidelines including policies regarding AIDS and Hepatitis B. This will include the routine use of disposable gloves when dealing with toileting, accidents including blood, vomit and excreta at all times;
- Ensure that they are aware of appropriate toddler supervision;
- Follow the required security procedures for the protection of children;
- Complete accident logs where appropriate;
- Undertake first aid and treatment procedures;
- Make themselves aware of, and follow procedures in the event of fire or other emergency.

Other

- Attend in-service courses and workshops as appropriate;
- To promote appropriate two-way communication with parents, developing and sustaining an effective partnership;
- To always maintain confidentiality, supporting and being loyal to the Nurseries and Albyn School;
- To work in partnership with other members of the Nursery team, maintaining a happy and efficient working environment. Also being prepared to be flexible should the occasion arise and undertaking any reasonable additional duties required, ensuring the smooth running of the Nursery.
- This job description is not intended to be all-embracing and the post holder shall be required to carry out other duties where requested commensurate with grade, training and experience;
- According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the post holder.

Person Specification

Qualifications

One or more of the following qualifications (or their equivalent) would be regarded as highly desirable for the post holder:

- HNC Childhood Practice at SCQF Level 7.
- SVQ Social Services (Children and Young People) at SCQF Level 7
- HNC or S/NVQ Level 3 in Childcare and Education.

Knowledge and Experience

The post holder should ideally have the following experience:

- Recent experience in a similar nursery;
- An understanding of current issues and developments in nursery provision;
- A knowledge of current regulations regarding nursery provision;
- The appointment will be dependent upon a satisfactory PVG report from Disclosure Scotland, receipt of satisfactory references and registry with SSSC.

Special Aptitudes and Skills

The successful applicant should be able to present evidence of the following qualities either through their written application, their references or at interview:

- the ability to organise efficiently;
- good written and oral communication skills;
- appropriate interpersonal skills when relating to staff, pupils and parents;
- flexibility;
- enthusiasm;
- initiative;
- proficient ICT skills.

Method of Application

Application forms and a full curriculum vitae should be received by no later than **Friday 22 November 2019**. Further details of the School can be found on its website www.albynschool.co.uk.

Please indicate in your cover letter:

- if you have previous experience, please indicate whether you have had responsibility for toddlers, ante pre-school or pre-school children;
- should you be successful in your application please indicate when you would be able to start.

We reserve the right to extend the deadline or make an appointment before the closing date if a suitable candidate is found.

When applying or being considered for a job, you must disclose:

- *If you are related to a pupil or employee of Albyn School;*
- *if you know personally someone who may select you for a job, manage you or be managed by you;*
- *any association which you, your husband or wife or partner or close relative may have with any organisation which provides goods or services to, or which benefits financially from, Albyn School where the post applied for involves monitoring or dealing with that organisation in any way.*
- *Canvassing an employee involved in making the particular appointment (directly or indirectly), will disqualify the candidate.*

Applications can be e-mailed to Mrs Susan Allan hr@albynschool.co.uk. Alternatively they may be posted to: Mrs Susan Allan, HR Manager, Albyn School, 17-23 Queen's Road, Aberdeen. AB15 4PB