



RIPLEY COURT SCHOOL

Ripley Court School Job Description NURSERY PRACTITIONER (LEVEL 3)

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:	<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>This role will be based at Ripley Court School and the role-holder will be required to work between 7.30am and 4.00pm, Monday to Friday, during term time.</p> <p>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) and assist with supervising Breakfast Club.</p> <p>This role will report into the Nursery Manager.</p>
Main Duties and Responsibilities:	<p><u>Nursery</u></p> <ul style="list-style-type: none">• 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.

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- Assist in the distribution of snacks and meals, 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 policies.

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	<p><u>Other</u></p> <ul style="list-style-type: none"> • Attend staff INSET training and staff training meetings as required under the guidance of SLT. • Assist with supervising Breakfast Club. • Raise child protection issues, reporting any concerns to the Designated Safeguarding Lead, and record factual information accurately. • Adhere to all School policies and procedures. • Undertake such other comparable duties as the Nursery Manager, Head of Little Court, or Headmaster 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. <p>This job description should be seen as enabling, rather than restrictive and is subject to regular review.</p>
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Ripley Court School Person Specification
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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 Qualification • Paediatric First Aid 	<ul style="list-style-type: none"> • SEN and Child Protection training
Experience	<ul style="list-style-type: none"> • Previous experience of working with nursery and pre-school children (age 2 to 5 years) in an EYFS setting. 	
	<ul style="list-style-type: none"> • Knowledge of Child Development and children's needs. • Effective listening skills. 	<ul style="list-style-type: none"> • Knowledge of legislation relevant to Early Years such as EYFS, SEN, Safeguarding etc.

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<p>Skills and Knowledge</p>	<ul style="list-style-type: none"> • 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. 	
<p>Personal Competencies and Qualities</p>	<ul style="list-style-type: none"> • A friendly, open, good-humoured and collaborative attitude, and a commitment to School ethos. • Ability to work as part of a small team. • 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. • Able to maintain confidentiality. 	