



NURSERY PRACTITIONER

LEVEL 2 / 3 +

ROLE

&

RESPONSIBILITIES

Salary: Depending on Experience



















Location: Bonnie Bear Day Care – 172 Rice Lane, Walton, Liverpool, L9 1DG

Accountable to: Room Leader and Nursery Managers














Purpose of the Role

The role of the Nursery Practitioner is to ensure all children attending Bonnie Bear Day Care receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum.

Profile of Ideal Candidate

Attributes	Criteria	Desirability
Education and Training	<ul style="list-style-type: none">  Educated to GCSE level with passes in four or more subjects two of which are English and Math's.  Childcare qualified to Level 3/4 from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE).  Training in the Early Years Foundation Stage.  Training in child protection and safeguarding children.  Training in behavior management.  A recent pediatric First Aid certificate  Fluency in written and spoken English and an ability to write reports as directed by the manager. 	<p>Desirable</p> <p>Essential Essential Essential Desirable Desirable Essential</p>
Relevant Experience	<ul style="list-style-type: none">  Experience of working in a childcare setting for 12 months or more is preferable, however, we are prepared to take on newly childcare qualified staff to further train and develop.  Some pre or post qualification experience of childcare is required such as work experience / short term student placements in a childcare setting, temping, nannying or playgroup work. 	<p>Desirable</p> <p>Essential</p>
General and Special Knowledge	<ul style="list-style-type: none">  An understanding of children's development and their needs an awareness of Equal Opportunities issues  An awareness of Health, Hygiene and Safety in the workplace an awareness of special needs and requirements  A willingness to self-improve and develop childcare skills. Training will be provided in the form of on-going refresher courses, in house training (we have our own assessor), e-learning courses, sponsorship of EY Diplomas (level 3) as well as foundation courses (Levels 4,5) and Early Years Professional (Level 6,7).  An appreciation of customer care skills when dealing with parents 	<p>Essential Essential Desirable</p> <p>Essential Essential</p>
Skills and Abilities	<ul style="list-style-type: none"> Relevant skills for working with groups of children 0-5 years. The ability to form and maintain appropriate relationships and personal boundaries with children  An ability to carry out light physical duties to include lifting babies and children, housekeeping tasks and setting up resources.  Emotional resilience in working with challenging behaviors  A positive attitude to use of authority and maintaining discipline Able to communicate effectively with adults and children  Good organisational skills  A willingness to learn and abide by the nursery policies and procedures Able to work under pressure 	<p>Essential</p> <p>Essential</p> <p>Essential Desirable Essential Essential Essential Desirable Essential Desirable</p>

	<ul style="list-style-type: none"> 🐻 Able to demonstrate reliability and initiative A professional attitude and manner 🐻 An enthusiastic approach to work Flexibility to cope with the changing needs of the nursery. The ability to work as part of a team, developing positive relationships with parents, children, colleagues, and outside agencies. A willingness to adhere to the nursery code of conduct 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
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<p>Acknowledge and Observe Our Values</p>	<ul style="list-style-type: none">  Be trustworthy and honest to reflect the values of the nursery. Reflect on your practice and look for ways to improve.  Be proud of the fact that we are an OFSTED “outstanding” nursery. Act with integrity and trust.  Have respect for each other.  Everyone matters regardless of gender, race, culture, age, capability, orientation, or religion.  Parents and carers are our partners in the outcomes for their children. Be safety conscious at all times.  Don't procrastinate, deal with important issues straight away. Consult colleagues and management.  Have a positive attitude towards others and your work. Keep your sense of humour even when times are difficult.  Think about what you are saying and the consequences to others. Treat others how you would like to be treated yourself.  Be sensitive about what you say in front of the children. Always remember you are part of a team.  Make time to acknowledge and greet colleagues. Be considerate to other staff.  Be respectful of other's property. Always ask before borrowing items from other rooms and don't forget to return what you have borrowed.  There's always time to chat to colleagues but remember to put the needs of the children first.  Be imaginative and proactive in the garden when setting out activities for the children.
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ROLES AND RESPONSIBILITY CHECKLIST

Detailed below are the principle tasks and activities associated with your role. Activities and tasks are carried out on a daily, weekly, or as required basis. Nursery management will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the nursery standards and on-going to assist you in your own personal development.

Your role will be as set out in this job description but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

Your role will be appraised on a regular basis during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Please ensure you are very familiar with the checklist below as this details the key activities and responsibilities by which the nursery will gauge your performance. If you are in any doubt about the role or would like to obtain further guidance, mentoring or training then the nursery is only too happy to assist.

Personal Responsibilities

- Provide high quality care and activities for the children and to recognise both individual and group requirements in a secure, safe, and stimulating environment.
- Ensure you are familiar with the key policies and procedures, especially safeguarding children, equal opportunities, behavior management and health and safety. You will be provided with a copy of the nursery's guide to policies and procedures.
- Work in partnership with early years professionals, for example Health Visitors and SEN services.
- Within reason to comply with requests to work outside normal hours, for example to cover if staff unexpectedly must leave the room or are called away. This includes requests from the nursery to work long days from time to time.
- Ensure parent issues and concerns are dealt with promptly and accurately. Ensure management are informed and consulted where relevant.

- Participate in room and staff meetings.
- Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the Nursery
- Never leave the room / nursery / childcare location and put your colleagues at risk of being out of ratio – unless in case of emergency.

- Support co-ordinators such as SENCO, Equal Opportunities in their roles.
- Attend training and development courses as directed by your Manager or Assessor.
- To promote at all times good relations between staff members, parents, and children, and promote the quality ethos of the nursery.

Childcare and Curriculum

- Deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines.
- Observe each child's progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage.
- Ensure that no child is ever left on their own in the room / nursery / outing.
- Understand and participate in the key person system. To ensure that your own key children scrapbook / profiles are up to date and maintained at the required quality level.
- Ensure that you have a clear understanding of the settling of new children into your room as well as the transfer of children from your room to others in the nursery, or those going to school.
- Ensure that you attend to the all-round daily needs of the children by enhancing their physical, intellectual, social, and emotional development.
- Support the children in serving their own food, milk, drinks, and snacks and encourage good nutrition and sociable eating.
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties. Ensure you have an up to date care plan for each child in your room.
- Action and monitor all child safeguarding / protection issues / accidents to ensure that any remedial action is taken immediately. Ensure close monitoring of children about whom there are concerns.
- Carry out health and safety checks as required to ensure the room / nursery is tidy, safe, clean, and secure for children, staff, parents/carers and visitors
- Participate in free flow systems. This aids children's development in self-assurance, independence, making choices and self-selecting.
- Ensure child profiles in your rooms are up to date and relevant.
- Maintain attendance registers.
- Acknowledge children's birthdays.
- Ensure children have adequate access to the garden and outside trips.
- Manage milk kitchen duties and procedures. (Baby and toddler rooms)
- Accept and manage medicine into thenursery.
- Cover for other staff as appropriate and as directed by your manager, especially given that unforeseen situation can occur when caring for children and recognising that the child's welfare is paramount.

Parent and Carer Responsibilities

- Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
- Assist and attend parents' meetings and open days.
- Ensure parents are familiar with the security and procedures surrounding drop off and collection. (passwords etc.). Ensure the parent and carer signs the register when dropping off or collecting their child.
- Provide feedback and daily reports to parents about their child's day at the nursery. Complete "all about me" sheets.
- Inform parents when their child is sick or not their normal self.
- Ensure you know what is going on at home that may influence the child's behavior or mood when they are at nursery.
- Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child. Inform management if in doubt.
- Understand the cultural, religious, ethical, or personal preference issues that some parents may have in relation to their child.
- Keep the office informed of child absences or holidays. Ask parents about any likely absences.

Room and Premises Responsibilities

- To assist the room leader in ensuring that risk assessments for your room and other areas for which you are responsible are carried out in accordance with nursery policies.

- To ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards that we have set as our ongoing objective.
- To assist the room leader in ensuring that resources for the room are ordered in a timely fashion and in accordance with nursery budgets and are age appropriate.
- To ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office. To have an ongoing resource plan.
- To clean obvious marks or spillages (doors, floors, walls etc) as soon as they happen, within reason. To ensure the office is aware of cleaning that needs to be performed by the nursery provider and taking into account the cleaning that the nursery has assigned to an external contractor. Details on the cleaning chart.
- To ensure any signs pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards.
- To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.
- To ensure displays are changed regularly and in line with themes and seasons.
- To ensure everything in the room that needs to be is appropriately labelled.
- To ensure that appropriate signage is displayed correctly e.g. fire evacuation.
- Answer the phone or entryphone system as appropriate.

Health and Safety Responsibilities

- Help Maintain the safety and security of all children, employees, and visitors to the Nursery.
- Be familiar with the nursery's Health and Safety policy.
- Help carry out regular assessments to ensure all Nursery Health and Safety procedures are followed.
- Always ensure the cleanliness of the children.
- Ensure Accident and Incident books are maintained correctly.
- Ensure child registers are kept correctly.
- To ensure that all information relating to Bonnie Bear Day Care, its operation, children, staff and parents / carers is treated with the utmost sensitivity and confidentiality.

Paperwork

This is a summary of the paperwork which relates to the activities detailed above. Much of this paperwork is statutory and regulated by Ofsted, so is an essential part of what we are required to do. The nursery has made every effort to cut down paperwork so that you are not burdened with unnecessary administration.

Please ensure paperwork is up to date, neat and tidy, correctly spelt, and well written. If you have any reservations about your abilities with paperwork (such as dyslexia) then please have your work checked by the office or other suitable team member.

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| <ul style="list-style-type: none"> • Child profiles and observations • Risk assessments • Nappy charts and changing procedures • Nappy cream • Teething gel • Accident and incident books • Signing in and out • Allergy forms | <ul style="list-style-type: none"> • Dietary requirements • Consent forms • Sun cream forms • Bottle charts • Sleep charts • Cot checks • Toilet checks |
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