

Ashridge Nursery
Ashridge Road
Wokingham
Berkshire
RG40 1PG

- Job title:** Early Years Practitioner
- Responsible to:** Nursery Manager
- Purpose of the job:** To work as a key person and as part of the pre-school team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.
- Safeguarding requirement:** Ashridge Nursery is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main roles and responsibilities:

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
2. To help to set up for the daily program and to help tidy away at the end of the session.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met through carrying out observations and assessments.
4. To work in partnership with colleagues, parents/carers and other family members to promote best practice and enhance children's learning and experiences.
5. To advise the Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To teach and enhance children's learning, offering an appropriate level of support and stimulating play experiences during the nursery sessions.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To understand and follow food hygiene routines to prepare children's snacks and support mealtimes within the setting.
9. To actively participate at regular team meetings, supervision meetings and appraisal meetings.
10. To attend training courses as required and to take responsibility for continuous personal development.
11. To understand the need for and maintain confidentiality at all times.
12. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.
13. To ensure that adequate records are kept and updated regularly.
14. To promote the setting to current parents and potential customers.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria

1. Willingness to learn and undertake further training.
2. Level 3 early years education and childcare qualification or equivalent
3. Previous experience of working with young children in a nursery setting
4. Sound knowledge of child development from birth to five years
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of safeguarding and child protection procedures.
7. Good communication skills.
8. An understanding of play-based approaches to children's learning and development.
9. A commitment to continuously promote a culture of safeguarding.
10. A commitment to equal opportunities.
11. A commitment to working effectively with young children and families.
12. A friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Current pediatric first aid qualification.
2. Experience of working as a key worker for a group of children
3. Flexibility to cover extra sessions in the nursery as required, e.g. staff absence, school trips, parents meetings.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.