

PolkaDots Nursery



Job Title: Nursery Practitioner

Responsible to: Head Teacher, Nursery Manager/Deputy

Purpose of Post:

1. To support the aims and objectives of the PolkaDots Nursery Directors and Managers in the organisation and delivery of a high-quality service of education and care for children from 2 to 5 years-old
2. To take responsibility alongside the Nursery Management Team for the safety, security and well-being of all children, staff and visitors at all times.
3. To ensure that safeguarding procedures are followed in line with Local Authority and Company procedures
4. To be aware of the high profile of the setting and to uphold its standards always, both in work hours and outside
5. To embrace, understand and promote PolkaDots Nursery ethos and to understand the role you play as part of the team to provide high levels of care and education.
6. To keep completely confidential any information regarding the children, their families or other staff that is acquired through your role
7. To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.
8. Be a Key Person carrying out all related responsibilities in building relationships with a small group of children and their families
9. To work as part of a team to provide an enabling environment in which all individual children can play, develop and learn and to give support to other staff within the setting.
10. To build and maintain strong partnership working with parents to enable children's needs to be met.
11. Promote equality and diversity within the nursery, challenging any behaviour which does not support our Inclusive Practice and Equal Opportunities Policy

Main Duties:

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met, recording the areas of learning, objectives and evaluate where applicable
- To be reliable and punctual, maintaining staffing ratios at all times
- Help to plan and set up activities which link to PolkaDots' current topic, children's current interests and next steps taken from your weekly observations
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary
- To be involved in training and weekly staff meetings.

- To professionally deal with issues which may arise with parents, staff, visitors and general enquiries.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To be aware of the high profile of the setting and to uphold its standards always, both in work hours and outside.
- To support nursery assistants, students and volunteers.
- To attend and contribute to staff supervisions which will be held every three months and appraisals once a year.
- To be vigilant and diplomatic ensuring you report any concerns which you observe regarding staff, parents and visitors, recording information accurately and promptly, maintaining confidentiality always
- To be involved when required, in out of working hours activities, e.g. training, staff meetings, summer fayre, etc
- To contribute to planning and the provision of a stimulating range of age appropriate activities and ensuring your room is well-resourced and creatively set-up
- To work alongside parents/carers of children with special needs to achieve full integration within the nursery
- To undertake and lead on additional responsibilities such as SENCO, training coordinator, safeguarding Officer, health and safety officer etc. if required
- To undertake and participate in a wide variety of training programs, attend and participate in personal development programs and appraisals

Key Person:

- To attend your key child's home visit, settling and planning your key child's transition from home to nursery
- To keep records of your key children's development through the different formats of observation styles which we use at PolkaDots, sharing these with parents, carers and other key adults in the child's life.
- To observe by writing and typing up individual observations you have made, including photographic observations, identifying children's level of development, their scale of wellbeing and involvement and their characteristics of effective learning
- Ensure you are available to support your own key children with their health care needs for example during nappy changing times.
- Ensure you spend quality time with your key children throughout the session, making yourself available to keep your key child's parents up to date with daily informal feedback of their session
- Keep a record of child's absences and the reasons.
- Support all staff and engage in a good staff team, supporting your nominated "buddy" and their key children in their absence.
- When required, administer prescribed medications following the instructions on the child's health care plan and medication book, ensuring that you have a witness when giving the medication and the parents signs the medication book at the end of each session if medication was given to the child.
- To develop genuine bonds with your key children and support colleagues to sensitively fulfil their key person responsibilities

- To reflect on practice and daily routines, tailoring them to meet the individual needs of each child, throughout the day

Parents:

- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To give informal and formal feedback to parents on their child's development
- Ensure parents have provided written permission for staff to apply non-prescribed creams to their child such as nappy creams or moisturisers, and it has been recorded on the daily sheet

Nursery Environment:

- To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, and tidying up the nursery keeping the environment safe and de cluttered.
- To ensure good standards of safety, hygiene and cleanliness are maintained always. To clean obvious marks or spillages (doors, floors, walls etc) as soon as they happen, within reason. Checking and recording room and fridge temperatures three times a day
- To maintain high safety standards always, answer the entry phone as appropriate, ensuring no unauthorised access to the nursery, ensure all visitors have signed into our visitor's book and ID has been seen.
- Ensure if stock and resources are running low it is reported and refilled.
- To treat and record any accidents which have occurred, communicate accidents to the rest of the staff team, ensure all accidents and incidents are fully recorded adding the date and time. Inform parents/carers as soon as possible if a mark or bruise has occurred. Ensuring parents are called to notify them of any head injuries.
- To be vigilant when serving foods, ensuring children do not meet foods they are not supposed to, preventing allergies and supporting preferences, by referring to the dietary requirement and allergy list.

Candidate Specification | Qualifications and Skills

Essential:

- Experience in working with children
- Minimum of a relevant and recognised Level 2 or 3 qualification
- Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006
- Knowledge of Child Development and children's needs
- Ability to work with parents/carers/families to encourage partnership working
- Ability to communicate well with adults and children
- Ability to work as part of a team
- Understanding of Equal Opportunities
- Awareness of Health & Safety and practical hygiene issues

- Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary

Desirable:

- Experience of working in an early years setting
- Experience of implementation of EYFS
- Evidence of ongoing personal development training
- A desire to continue with professional development
- Recent Paediatric First Aid certificate
- Basic Food Hygiene
- Experience of working in partnership with parents
- Excellent written and spoken English
- Ability to write legibly
- Good presentation skills
- Possess a level of general computer literacy with a range of IT skills
- Good organisational skills
- Ability to demonstrate creative abilities