

PolkaDots Nursery



Job Title: Nursery Practitioner

PolkaDots is a family run nursery with two settings in northwest London (NW5). Providing a safe and caring environment for all our children in a setting that's friendly and fun, our motto is to educate, nurture and inspire children to learn through play. Whatever their individual needs, we ensure every child at PolkaDots has full access to the EYFS curriculum and beyond – with music and Makaton sessions as well as Dance and Yoga classes with professional instructors.

We're looking for a Nursery Practitioner to join our community at our Cresswood Hall Nursery. Our nursery is open during term-time to children aged 2 to 5 years old, operating during school hours. Our new Nursery Practitioner will work part-time with us in the mornings: 8:30am - 12:30pm Monday to Thursday and until 1:30pm on Friday.

As a small nursery, relationships are key to who we are. We value our staff greatly and continually invest in them, offering training and other opportunities to develop professionally. This includes Makaton training from a Regional Makaton tutor, continuous internal safeguarding training and opportunities to attend First Aid refresher courses.

This role will suit someone who enjoys being part of a caring team, who welcomes the opportunity to develop professionally, and who takes pride and pleasure in caring for young children to help them grow.

If you'd like to be part of our PolkaDots team, we'd love to hear from you.

Job summary

Our Nursery Practitioner will

1. 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. Take responsibility alongside the Nursery Management Team for the safety, security and well-being of all children, staff and visitors at all times.
3. Ensure that safeguarding procedures are followed in line with Local Authority and Company procedures
4. Be aware of the high profile of the setting and to uphold its standards always, both in work hours and outside
5. 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. Keep completely confidential any information regarding the children, their families or other staff that is acquired through your role
7. Provide a high standard of physical, emotional, social and intellectual care for children placed 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. 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. 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

Please contact us directly for a full job description with a complete list of duties

Candidate 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

Contract: Part-time, temporary (12 months)

Salary: Dependent on qualifications and experience

PolkaDots Nursery is committed to Safer Recruitment practices. The safety and wellbeing of our children and staff is our priority and we operate a robust Code of Conduct. All successful candidates will be subject to comprehensive referencing and an enhanced DBS among other pre-employment checks before commencing employment.