

PolkaDots Nursery



Job Title: Covering 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. 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.
9. 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
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary
- 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 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

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 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