



JOB DESCRIPTION - Maternity Cover - Level 3 Qualified Nursery Practitioner

We are currently recruiting for Maternity cover, we are looking for a Qualified Early Years Practitioner (Minimum level 3) and Wrap around care play worker to join our Holy Cross Pre School nursery and Kid's club team. We are looking for a proactive practitioner who will positively contribute to the provision of a safe, stimulating and inclusive environment in which young children are supported and encouraged to achieve their full potential.

Working Hours: Full Time. Hours between 7.45am - 4.00pm Monday-Friday

Salary: Competitive

Temporary/Maternity Cover

Wrap around care play worker role

Responsible to: Nursery Manager/ Deputy Kids' Club Manager

- To assist nursery and Primary school children between the hours of 7.45am-9.00am and 15.00pm-4.00pm.
- Have a general understanding of play work principals and the seven characteristics of learning.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To participate in a range of activities with the children during sessions both inside and outside.
- Be able to assist with the planning of activities, supporting and engaging with children during the sessions.
- To consult with the children and involve them in the planning of activities.
- To build and maintain strong partnership working with parents to facilitate parental involvement and day-to-day caring needs.
- General cleaning duties.

Early years practitioner role

Responsible to: Nursery Manager/Deputy

Main Duties:

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Actively promote outdoor learning; plan, prepare and lead outdoor learning activities.
- Support all staff and engage in a good staff team.
- To be aware of the settings responsibilities according to the SEND Code of Practice and ensure these are incorporated in the daily practice.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- 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 advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours' activities, e.g. training, monthly staff meetings, summer fayre etc.
- 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, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.

- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support nursery assistants, students and volunteers.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

Personnel Specification - Nursery Practitioner and kids' club play worker

Attributes	Criteria Key: A = Application I = Interview	How Identified	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	A	Essential
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	A & I	Desirable
	4. Recent Paediatric First Aid certificate	A	Essential
	5. Basic Food Hygiene	A	Desirable
Relevant Experience	6. Experience in working with children	A & I	Essential
	7. Experience of working in an early years setting	A & I	Essential
	8. Experience of implementation of EYFS	A & I	Essential
	9. Experience of working in partnership with parents	A & I	Essential
General and Special Knowledge	10. Knowledge of legislation relevant to Early Years such as Safeguarding, KCSIE, Childcare Act 2006, EYFS, SEND.	A & I	Essential
	11. Knowledge of Child Development and children's needs	A & I	Essential
	12. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
Skills and Abilities	13. Ability to communicate well with adults and children	A & I	Essential
	14. Ability to work as part of a team	A	Essential
	15. Ability to write legibly	A	Desirable
	16. Good presentation skills	A	Desirable
	17. Possess a level of general computer literacy with a range of IT skills.	A & I	Desirable
	18. Good organisational skills	A & I	Desirable
	19. Ability to demonstrate creative abilities	A & I	Desirable
Any Additional Factors	20. Understanding of Equal Opportunities	A & I	Essential
	21. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	22. Passionate about outdoor education	A & I	Essential
	23. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential
	24. On the DBS update service	A & I	Desirable