



Independent Nursery & Pre-School

Early Years Practitioner – Job Profile

Purpose of post

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the nursery
2. To give support to other personnel in the Nursery
3. To implement the daily routine in the base room

Key areas

- Work with children
- Team work
- Liaise with parents/carers

Responsible to: Team Leader – Nursery Manager

Duties and responsibilities

1. Operate a programme of activities suitable to the age range of children in conjunction with other staff.
2. To keep an accurate, up to date profile on your key children.
3. Work with parents to provide full integration of all children into the nursery.
4. Support all staff and engage in a good staff team.
5. Liaise with and support parents and other family members.
6. To be involved in out of working hours' activities, e.g., staff training and monthly staff meetings.
7. To be flexible within working practices of the nursery. Be prepared to help, where needed, including undertaking certain domestic jobs within the Nursery, e.g., preparation of snack meals, cleaning equipment, etc.
8. Work alongside the Manager and staff team to ensure that the philosophy behind the nursery is fulfilled.
9. Ensure all nursery procedures are followed correctly, e.g. recording of accidents and the collection of children.
10. Respect the confidentiality of information received.
11. Undertaking of specific childcare tasks: The preparation and completion of activities to suit the child's stage of development. To ensure that mealtimes are a valuable social occasion. Washing and changing children, as required.
12. To ensure the provision of a high quality environment to meet the needs of all children and to abide by the Equal Opportunities Policy.
13. To be aware of the high profile of the Nursery and to uphold its standards at all times.

This specification is not exhaustive and additional tasks are as directed by the Nursery Manager.

Hours of Work

Full time posts are based on 40 hours per week spread across 5 days.
Actual hours/days are as directed by the Nursery Manager.

Early Years Practitioner – Person Specification

Attributes	Criteria	Identification	Rank
Relevant experience	<ul style="list-style-type: none"> • Experience in a day care setting • Experience working with young children • Knowledge of key work systems and record keeping 	Application and interview	D
		Application and interview	E
		Interview	D
Education and training	<ul style="list-style-type: none"> • Level 2/3 Early Years and Childcare Qualification • Recent First Aid Qualification • Basic Food Hygiene certificate • Other related training 	Application	E
		Application	D
		Application	D
		Application and interview	D
General and special knowledge	<ul style="list-style-type: none"> • Knowledge of the Children’s Act • Knowledge of the Foundation Stage • Knowledge of child development 	Interview	D
		Interview	D
		Interview	E
Skills and abilities	<ul style="list-style-type: none"> • Ability to communicate well with young children and adults • To be able to demonstrate the ability to work as part of a team • Ability to write legibly and to have good presentation skills • Computer literate • Good organisational skills • Demonstrate creative ability 	Interview	E
		Interview	D
		Application and interview	D
		Application and interview	D
		Interview	D
		Interview	D
Additional factors	<ul style="list-style-type: none"> • Understanding of equal opportunities • Awareness of Health and Safety and practical hygiene issues 	Interview	D
		Interview	D

E = Essential
D = Desirable