



**Carshalton
College**



**Merton
College**

Job Description

Nursery Practitioner

40 hours per week, 52 weeks per year.

The Role

The post holder will be required to provide high quality day-care services for children at Elmwood Nursery and will assist in the implementation of the Early Years Foundation Stage Curriculum.

Responsible to: Nursery Manager

Main Purpose and Responsibilities

The main activities, duties and responsibilities of the post are set out below. This job description is intended to give a framework rather than to set limits. Further Education Colleges are required to respond to rapid change and a re-evaluation of duties may be called for from time to time, in consultation with the post holder.

The post holder will be required to:

- Be a member of the nursery's team, working at providing high quality childcare for all children attending the nursery.
- Assist in implementing the curriculum, promoting a stimulating environment of play, and encouraging and supporting the social, emotional, cognitive and physical development of the child.
- Establish and maintain a good relationship with parents, acknowledging them as the primary carers.
- Be aware of and work within all nursery policies and procedures, and implement them when necessary.
- Be aware of the need for confidentiality.
- Maintain objective, accurate and up-to-date records that identify the children's individual needs, abilities and progress, and use these factors for future planning.
- Ensure that all nursery equipment is in a safe and hygienic condition.
- Perform any other duties of a similar nature as may be allocated from time to time by the Nursery Manager.

This Job Description / Specification is subject to periodic review.

General Duties of the Post

The post holder will assist with or undertake the following:

- To keep up-to-date with QA initiatives and to develop and meet service standards for the Group/School/Department.
- To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
- To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
- To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
- To be available to assist in enrolment and other procedures which may require occasional evening and weekend work.
- Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

Additional Information

This Job Description / Specification is subject to periodic review.

Salary scale: £25,000 (inclusive London Weighting) fixed salary for working 40 hours per week, 52 weeks per annum.

Primary Location: Carshalton College

Person Specification

Nursery Practitioner

| | Personal attributes and skills: | Essential | Desirable |
|----|--|------------------|------------------|
| 1 | Awareness of and respect for the needs of the individual, including multi-cultural awareness. | ✓ | |
| 2 | Ability to work as part of a team. | ✓ | |
| 3 | Ability to observe children and keep accurate records, including writing reports on children's development. | ✓ | |
| 4 | Ability to attend meetings and staff development, which may be outside of normal working hours. | ✓ | |
| 5 | Good communication skills | ✓ | |
| 6 | Have at least 3 years previous experience of working in a Nursery or Pre-school setting as a qualified practitioner | ✓ | |
| | Knowledge, understanding or experience of: | | |
| 6 | Knowledge of the social, emotional, cognitive and physical needs and development of children from 3 months to 5 years. | ✓ | |
| 7 | Knowledge of EYFS curriculum, and providing stimulating play for under 5s. | | ✓ |
| 8 | Knowledge and awareness of health and safety and food hygiene within a nursery environment. | | ✓ |
| 9 | Awareness of the specific needs of children aged between 3 months – 5 years in a daycare setting | | ✓ |
| 10 | Knowledge of the Early Years Foundation stage | | ✓ |
| 11 | Ability to communicate with colleagues, parents, children etc. | ✓ | |
| | Qualifications | | |
| 12 | NNEB, NVQ 3 in Childcare and Education and can demonstrate that you have experience of caring for children from 3 months to 5 years of age in a group setting. | ✓ | |
| 13 | Level 2 in Numeracy and Literacy | ✓ | |