

Job summary

Nursery Practitioner Job Specification

To work as part of a team in providing a safe, secure and stimulating environment for children from 2½ years and to have a sound knowledge and understanding of the Early Years.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom she/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding – Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social Care and/or the Local Authority Designated officer.

Key Responsibilities:

Contribute to the provision of a safe, well maintained and stimulating play and learning environment establishing positive routines and high standards of daily care.

Attend to all aspects of children's Health and well-being.

Follow Early Years and Colchester High School guidelines, policies and procedures for safeguarding children.

Assist Manager and Deputy Manager in the planning, preparation, implementation and assessment of activities which meet the children's individual needs.

Act as a key person, carrying out, planning, observations and assessments, maintaining records of progress and developing a professional working relationship with parents/carers, children and staff. Ensure the children's Learning Journeys are kept up to date.

To familiarise self with Early Years Policies and Procedures and use them within daily routines.

To familiarise self with Colchester High School Policies and procedures.

Help set up the rooms for the daily routine and to help tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.

Attend internal and external meetings and training courses and parents evenings as necessary, to ensure the successful delivery and development of the Nursery.

Learning and Development

- Participating in arrangements for your continuous professional development
- Participating in any arrangements that may be made for Supervision meetings and Performance Management.

Person Specification

- To be able to promote good practice and be willing to share this with others
- Good communication skills
- A sense of humour

Essential Qualifications & Skills:

Level 3 in Early Years and Childcare (or equivalent) is essential. All applicants who have completed their qualification after September 2014 must have achieved a GCSE grade C or above in Maths and English.

Knowledge and understanding of the EYFS is essential.

Additional Information:

An Enhanced DBS check will be undertaken.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Benefits

Colchester High School Nursery is part of a school for 2 ½ years to 16 years which is dedicated to continuous professional development and as such provides in house training and out of house training, as required. Holiday entitlement is 25 days in addition to the Nursery Christmas closure.

Working Pattern

51 weeks, 5 days per week, 9 hours per day (including 1 hour unpaid lunch break).

The Nursery operates a shift rota pattern between the hours of 7.00am - 6.00pm Monday to Friday (7.00am – 4.00pm / 9.00am – 6.00pm).

Remuneration

- Contributory Pension Scheme
- Professional development
- School fee discount