



## Nursery Practitioner Job Description

**Employee Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Location:** \_\_\_\_\_

*Key Objectives:*

- Assist with the effective daily supervision of the setting in accordance with the requirements of company policy, Act 1989, Ofsted, local education authority and other relevant legislation
- Ensure all agreed company policies and procedures are always adhered to in the nursery
- Take responsibility for the security and wellbeing of all children within the room

*Responsibilities:*

*Operational*

- Deliver good practice regarding individual & group work with children
- To work within the room to ensure children's care and learning needs are always met under the guidance of the room leader
- Develop excellent communications with parents/guardians encouraging them to participate in their child's progress & development
- Develop excellent communications with all children and members of the team
- Have a good understanding of the Early Years Foundation Stage and company curriculum document, maintaining regular updates
- In consultation with the nursery manager and team formulate, operate & evaluate an annual programme of activities, suitable for the age range of children, following the guidelines for the implementation of "Early Years Foundation Framework" and the company's curriculum document.
- To develop an understanding of our learning ethos and curriculum

- To ensure all children in the room are making progress within their developmental age range and or abilities
- Observe each child's progress & report on achievements, looking for progression & continuity. Participate in a "key worker" system, & take a special interest in a specified number of children
- Ensure all your key children's observations and folders are kept up to date
- Contribute to creating a stimulating & attractive classroom environment in conjunction with staff team
- Ensure you are working within all required standards; ratios & conditions of registration are maintained at all times with the room
- Assist with the organisation of and attend parent's meetings & open days as required
- Assist with the preparation of the nursery for OFSTED inspections & action any recommendations made by the inspector, in consultation with the nursery manager
- Liaise regularly with the room leader to ensure high standards of work are maintained and any action plans devised are worked towards within time frame given.

### *Personnel*

- Assist with the organisation of & attend regular staff meetings & appropriate training sessions, which ensure staff, are kept up to date on company policy & procedures & Ofsted requirements
- Ensure a good professional practice at all times within the nursery environment

### *Health & Safety*

- Ensure that the highest standards of safety, security, hygiene, & cleanliness are always operated within the nursery, & in particular, within own room
- In the absence of the nursery manager and deputy manager, ensure that all security & safety systems are operational & used properly by all staff
- Always ensure the cleanliness of the children

### *General*

- Adhere to all company policies & procedures including attendance at meetings, preparation of reports & any other duties as required
- Ensure the company's equal opportunities policy is always adhered to

### Essential Skills

A warm, caring, and patience nature

Excellent communication, organisation, and interpersonal skills

The ability to work with young children and their families in a sensitive and positive way

A sense of responsibility

Creative ideas for activities

An interest in child development

An awareness of child safety issues

The ability to work in a team

A willingness to develop your skills

Desirable Qualifications

The nursery will cover these qualifications for you should you require them:

- NVQ Level 2 in Early Years or above
- DBS (Disclosure Barring Service)
- Food & Hygiene Certification
- Paediatric First Aid Certification
- Health & Safety Certificate
- Safeguarding

**Employee Date & Signature**

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**Manager Date & Signature**

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**Note: This job description is not intended to establish a total definition of the job, but an outline of the duties. The list is not exhaustive.**