
JOB DESCRIPTION

Job Title:	Nursery Practitioner - Bank
Responsible to:	Directly: Nursery Manager Indirectly: None
Responsible for:	Directly: None Indirectly: None
Location:	Shirley Day Nursery Solihull

Job Purpose

Working as part of the Nursery team to provide supervision and support of young children whilst aiding their development socially, physically and emotionally. Building on individual knowledge of all aspects of nursery care and of the Early Years Foundation Stage Framework. Direction and guidance will be provided by the Nursery Manager / Deputy Nursery manager.

1) Plan and deliver a programme of activities suitable to the age range and ability of children in the Nursery, ensuring all staff are advised of the programme to deliver, including but not limited to:

- a) To be responsible for your own workload whilst training and ensure you are actively supporting all staff team in providing a warm, caring, positive and stimulating environment for the children.
- b) To have responsibility for a group of key children, ensuring them and their parents feel welcomed, valued and safe in nursery.
- c) Be responsible for providing activities and learning experiences that will help every child learn and develop. To be able to offer extra support if the children need more additional help in certain areas of the EYFS.
- d) Ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- e) To be flexible within working practices of Nursery. Be prepared to help where needed, including to undertake certain domestic jobs within Nursery, e.g. preparation of snack meals, cleaning, cleansing of equipment etc.
- f) Work alongside the manager and staff team to ensure that the ethos of the nursery is followed.

2) When required, work in partnership with parents, external agencies and all internal colleagues to ensure every child is given full support, including but not limited to:

- a) Ensure your knowledge and understanding of OFSTED standards and EYFS Curriculum is up to date and that this is evident in your practice at all times.
 - b) To respect the confidentiality of information received.
 - c) To undertake relevant statutory training either in work time or outside of work time to ensure the nursery meets all regulatory standards.
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d) Ensure the safeguarding of all children, staff, parents and visitors is paramount and nursery policies and procedures are understood and followed by all staff.

e) Ensure all relevant paperwork in relation to the development of children are up to date for parents, colleagues or external agencies to view if necessary.

3. Ensure that the provision is clean, safe and welcoming for families and staff, and that all health and safety checks are effectively carried out routinely. The checks also include fire, electrical and risk assessments, including but not limited to:

a) To ensure the Health and Safety policy is implemented within all activities, to carry out risk assessments and hazard reporting in line with the health and safety policy and procedure.

b) To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments. Ensuring all relevant paperwork is completed in a timely manner and maintained appropriately

c) To have full knowledge and understanding of all nursery policies and procedures, and to follow and abide by them. Recording accidents and incidents as detailed in nursery policies and procedures.

d) To ensure that your statutory training requirements are always updated, this includes, Paediatric First Aid, Safeguarding Children, Health and Safety, Food Hygiene and Fire Safety Training. Other courses will be available through our training days which are compulsory to attend.

4. To carry out any other reasonable duties within the post holder's capability, as directed by management.

At all times to act in accordance with the ethos and values of the association and the general standards expected of all employees of YMCA Heart of England, including

- a) To respect and promote the association's Christian ethos and uphold its values, namely:
 - **Inspire:** We inspire people to be the best they can be through their experience and interaction with us.
 - **Believe:** Our faith means that we believe in people's potential and have confidence for a positive future.
 - **Excellence:** We seek excellence and deliver quality services by setting high standards and going the extra mile.
 - **Compassion:** We serve others with compassion and kindness in order to transform lives and communities.
 - **Integrity:** Our ethos supports us to challenge ourselves and others to do the right thing at all times.
- b) To promote a caring, helpful and unbiased attitude towards all employees, service users, trustees and members of the general public, and to maintain an impeccable standard of honesty and professionalism in all such dealings;
- c) To uphold at all times the principles of equality and diversity and to report any discriminatory or abusive behaviour to your line manager (or if necessary, Senior Management) so that appropriate action can be taken

- d) To adhere to YMCA Heart of England's Health & Safety, Equal Opportunities and all other policies and procedures, and to contribute as required to their review and development
- e) To carry out any other duties not detailed in this Job Description, but in line with the overall purpose of the role, as directed by your line manager
- f) To promote the activities of YMCA Heart of England in a positive way to all staff, service users, other organisations and the general public.

Person Specification – Nursery Practitioner

Criteria	Essential	Desirable
Alignment with Ethos and Values		
Good understanding of, and genuine respect for, the ethos and values of YMCA Heart of England.	✓	
A wholehearted commitment to working and conducting self in accordance with the ethos and values of YMCA Heart of England.	✓	
A wholehearted commitment to promoting the association's Christian ethos and to upholding its values within your area of responsibility.	✓	
Good understanding of, and commitment to, the principles of equality and diversity.	✓	
Skills		
Able to form excellent relationships with children	✓	
Able to implement a range of activities suited to the age range and ability of the child, in conjunction with the Nursery Manager and other staff members	✓	
Ability to communicate effectively with staff at all levels and maintain effective boundaries	✓	
Able to form good working relationships with other team members	✓	
Able to enhance children's learning and development	✓	
Knowledge		
knowledge of EYFS, Statutory and Learning and Development	✓	
Knowledge of Safeguarding Practice	✓	
Knowledge of Prevent and British Values	✓	
Knowledge of OFSTED standards	✓	
Experience		
Experience of working in an EYFS setting	✓	
Experience of working to OFSTED Standards	✓	
Experience of using IT software to completed children's observations and assessments		✓
Experience of completing observations, planning and assessments		
Qualifications/Training		
A good level of general education, to at least GCSE level in English and Maths, or equivalent	✓	
Paediatric First Aid certificate	✓	
Safeguarding and Child Protection Training in date	✓	
NVQ Level 2/3 in Childcare	✓	