



| **Job Title:** | Nursery Practitioner |
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| **Hours/Basis:** | Part time  |
| **Status:**  | Permanent |
| **Responsible to:** | Assistant Head Pre-Prep  |

**Job Purpose**

* To help support the care and education of all the children in the Nursery
* To work in compliance with the EYFS, ISI, Ofsted, Safeguarding, and Health and Safety regulations in line with the Queens College and EYFS policies and procedure
* To be proactive in maintaining and providing appropriate and safe resources and equipment that will support the children’s welfare and development
* Work in partnership with parents, carers, staff and a variety of internal and external multi agency services and professionals
* Support the vision of the Queens College ethos
* To help plan and implement appropriate programmes of activity and high quality care
* Contribute to the collaborative working of the Queen’s Minis staff team
* To assist in the day to day operational and administration procedures of Queen’s Minis.

**General Responsibilities**

* To support the aims, Christian Values and ethos of Queen’s College
* To share and actively contribute to the well-being of all the Nursery-aged children
* To undertake Nursery duties and be flexible in regard to working in different rooms as and when required
* To be proactive in delivering and maintaining a Nursery environment that is safe, secure and happy, ensuring adequate supervision at all times.
* To respect and maintain confidentiality
* To comply with the policies and procedures of Queen’s College, the requirements as set out by Ofsted, ISI and the EYFS, the Children’s Act, Safeguarding code of conduct, and all health and safety legislation

**Main Duties**

* Adhere to the required standards, ratios and conditions of registration
* To be proactive in maintaining health and safety requirements and standards
* Actively promote and support the safeguarding of children in the Queen’s Highgrove Nursery
* To monitor and record accidents and incidents, reporting to the manager of Queen’s Minis as appropriate
* To be aware of the Nursery’s emergency and security procedures, ensuring that they are followed at all times.
* Maintain a safe, clean, tidy, hygienic and organised room, ensuring that the environment has a welcoming and caring attitude.
* Use systems (IT and paperwork based) to assess, monitor and develop the children’s individual progress
* Make a positive contribution to the success of Queen’s Minis by participating in mentoring systems and staff CPD
* Support daily registration procedures for children within their designated rooms and ensure that handovers are effectively and sensitively handled
* Support the nutritional needs of all the children attending the Nursery
* Participate in the supervision of children on visits, trips and offsite nursery activities.

**Child Protection and Safeguarding**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2023).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**Date: April 2024**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.



**Essential Qualifications/Experience/Skills**

**Qualifications/Experience**

* Level 3 Early Years qualification or similar
* Experience of working with young children under 5 years.
* Experience of working in partnership with parents, carers and as part of a team of staff.

**Skills/Abilities**

* An understanding of play and child development and the ability to meet the needs of individual children.
* Ability to communicate effectively and sensitively with parents and young children.
* Aware of the importance of communicating effectively and sensitively with parents and young children.
* Ability to take instruction from a senior or more experienced member of staff
* Possess a good level of oral and written English language

**Personal/professional qualities**

* Approachable, cheerful and helpful disposition
* Enthusiastic and energetic
* Sense of Humour
* Patient and reliable
* Professional and presentable for role.

**Desirable Qualifications/Experience/Skills**

**Qualifications/Experience**

* Current Paediatric First Aid Training
* Current Food hygiene Qualification
* Current Introduction to Child Protection training.
* Experience of working in an Early Years setting with children under 3 years.

**Skills/Abilities**

* Ability to use initiative within the requirements of the role
* Computer literate
* Good organisational skills