GLF Schools - Job Description

Job Title	EYFS Practitioner Level 3	Job Reference	MNRL30425
Location	Manor Primary School	Travel Required	N
Cluster			
Core purpose			

Core purpose

- To provide a high standard of educational, physical, emotional, social and intellectual care for children placed in the nursery.
- To give support to other personnel in the Nursery.
- To implement the daily routine in the base room.

Key Accountabilities

Main Duties

- To ensure that an educational caring and stimulating environment is provided for children that takes into account individual developmental needs and enables children to reach their full potential.
- To plan and prepare exciting play opportunities that meet children's developmental needs and stimulates their learning and integration within the nursery.
- Keep abreast of legislation, guidelines, policies to ensure the Children's Act and the Early Years Foundation Stage Welfare Requirements are met at all times.
- To observe and assess children's development and keep accurate records of their achievement.
- To work with the school to ensure the smooth transition of children to Reception Class.
- Work with parents to provide full integration of all children into the nursery.
- To help and support students/volunteers on placement.
- To establish and maintain positive working relationships with parents/carers in a way that supports children's learning and development and values parental involvement.
- To be flexible within working practices of the nursery e.g. To help, where needed, including undertaking certain domestic jobs within the nursery, preparation of snack meals, cleaning equipment etc.
- Work alongside the Manager and staff team to ensure that the philosophy behind the nursery is fulfilled.
- Ensure all nursery procedures are followed correctly, e.g. safeguarding, recording of accidents and the collection of children.
- Respect the confidentiality of information received at all times.
- Undertaking of specific childcare tasks: The preparation and completion of activities to suit the child's stage of development. To ensure that mealtimes are a valuable social occasion. Washing and changing children, as required.
- To ensure the provision of a high quality environment to meet the needs of all children and to abide by the Equal Opportunities Policy.
- To make contact and liaise with external agencies, when appropriate.
- To act as an ambassador for the nursery and school and maintain a positive image of its aims and objectives.
- To attend and participate in staff meetings and planning and development days.
- To update training and continued professional development.

Other
● To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Nursery Manager/ Room Leader.

Accountability
● Accountable to Nursery Manager / Room Leader
● GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Collaborative working
● GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

Safeguarding
● GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.