



## Haven Nursery School

### Early Years Practitioner

#### JOB DESCRIPTION

**Post:** Early Years Practitioner

**Responsible to:** Lead Practitioner

**Contract/Hours:** 37 hours per week, 51 weeks per year

**Salary Details:** Grade C, HCC Support Staff Pay Scale £25,186 - £26,244 (FTE)

**Function:** To provide a high standard of Early Years provision that meets the needs of both parents and children within a stimulating environment that is physically and emotionally secure, in accordance with the EYFS and Haven's policies and procedures.

#### General Duties:

- To undertake key person responsibilities, observing, monitoring, reviewing and recording the development of each unique child, ensuring that individual interests and needs are met.
- To attend to the physical needs of the children including nappy changing, toilet training/supervising and feeding.
- To assist with the planning and implementation of developmentally appropriate experiences to ensure the physical, intellectual, emotional and social needs of each child are met.
- To develop and maintain positive and professional relationships with parents and carers, liaising on care, progress and well-being of their child. To make home visits to establish this relationship (with senior staff where necessary).
- To attend and participate in meetings with parents and/or professionals.
- To prepare materials and equipment at the start of each session and clear away after use.
- To help maintain the safety of equipment and premises and to report any defects to senior staff.
- To ensure all resources, equipment, rooms and play areas are kept safe and hygienic at all times and as clean and tidy as practicable.
- To work co-operatively as part of a team and where necessary provide cover for other nursery staff.
- To attend and participate in staff meetings.
- To provide advice, guidance and support to new staff, including student placements.
- To maintain high standards of cleanliness and hygiene for the children (including the changing of children's clothes as required), equipment and environment.
- To ensure that accidents are attended to by a trained first aider immediately and recorded in line with Haven's policies.
- To maintain and complete all necessary records for each child, including those as key person to particular children and those required by Social Care/Ofsted teams.
- To complete all other duties that might be reasonably requested to help the Centre meet operational needs.

**“Haven’s aim is to provide a supportive and encouraging environment, where opportunities are offered to challenge and inspire children and adults through learning that is accessible, meaningful and fun”.**

The childcare provision at Haven was rated as ‘outstanding’ by Ofsted at their last inspection in May 2023.

The nursery school provision was rated as ‘outstanding’ by Ofsted following a section 5 school inspection in January 2013.

## **PERSON SPECIFICATION**

- Entry requirement of relevant level 3 qualification
- Understanding of the Early Years Foundation Stage
- Experience of working with children and families (desirable)
- Able to use own initiative and work as part of a team
- Understanding of relevant policies and procedures relating to the operating of the nursery
- Commitment to acquire and maintain a relevant first aid certificate
- Ability to identify an individual child’s needs and foster development, independence, self-esteem and self-reliance
- Ability to assess record and review children’s development and share information with parents

**Other Benefits:** Staff are eligible to join the Local Government Pension Scheme and also receive a generous 24 days holiday entitlement plus bank holidays (based on full time). Our facilities include a well-equipped staff room with kitchen facilities including microwave, fridge and toaster. Hot lunches can also be purchased at a very reasonable price from our on-site kitchen.

### **How to apply:**

Visits to the Nursery are warmly welcomed. Please contact the school office if you wish to visit on 01329 232095. For more information or to apply, please see our website [www.haven-sch.org](http://www.haven-sch.org) or come into reception to pick up an application pack. We look forward to meeting you!

**∞ Closing Date – Monday 19<sup>th</sup> January at midday ∞**

**Due to the high priority of this role, applications will be reviewed upon receipt and successful candidates will be contacted regarding interview arrangements ASAP prior to closing date.**