



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 £24,405 - £25,430 (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 or come into reception to pick up an application pack. We look forward to meeting you!

∞ Closing Date – Monday 3rd March 2025∞

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