

**Job Description**

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| Job Title: | Early Years Practitioner Level 2 or 3 - Maternity Cover |
| Reporting to: | Nursery Manager  |
| Grade / Salary  | £11.44 - £11.50 per an hour Monday and Wednesdays 08:30 – 15.00 term time  |

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**Purpose of role:**

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| As an Early Years Practitioner at Little Discoveries Childcare, you will have the chance to work with the team to develop and plan exciting learning opportunities both inside and outside the classroom. Our Nursery team are passionate about the provision they create and are excited to be able to extend their team. |

**Main Duties:**

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| Carrying out planned activities to support and promote children’s development alongside the nursery curriculum. This may include activities such as cooking, group time, stories, play-acting, singing, etc., to stimulate children’s language, promote questions and develop ideas, physical activities, letters and sounds, mindfulness and YAMYAM.Being a member of the team providing high-quality child-care provision, including taking care of children’s personal needs such as feeding, toileting, self-care. Be committed to the Safeguarding and Welfare of the children and follow policies and procedures relating to all aspects of the Early Years setting.  |

**Mandatory Duties:**

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| * Ensure you work within the Statutory duties set out in the EYFS.
* Ensure that all Policies and Procedures are understood and adhered to
* Commitment to promoting Equal Opportunities
* Commitment to the Safeguarding and Welfare of all children and staff working at Nunney Pre School
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**Person Specification:**

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| 1. Key Competencies |
| * Have a good understanding of safeguarding and always have the children as priority.
* Always adhere to confidentiality.
* Keep relevant records up to date in line with Ofsted requirements.
* Liaise professionally with external professionals and prepare paperwork for this.
* Support and offer guidance to other staff members e.g., apprentices and students.
* Communicate well within the team.
* Have a clear understanding of the Ofsted inspection framework.
* Good understanding of health and safety, always maintain a safe hygienic environment.
* Liaise with families and working partnership with parents.
* Assist and plan for the curriculum to support your key child/s, providing observations and assessments to support their development.
* To ensure all key children’s paperwork is up to date.
* Form a positive attachment with all children and take on the role as a key person for a number of children.
* Attend and contribute to staff meetings and training provided.
* Keep yourself up to date with sector changes.
* Engage with and always supervise children.
* Work as a team to continuously better the nursery, sharing ideas and implementing these.
* Performing first aid and administering medication
* Adhere to, implement all company policies, and staff requirements.
* **Have fun with the children and make sure their early years are memorable and support them in their journey to school.**
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| 3. Qualifications & Skills |
| Essential | Desirable |
| * GCSE or equivalent English (Grade A\*-C/9-4 or equivalent)
* Ability to write record and record information (observations)
* GCSE or equivalent maths (Grade A\*-C/9-4 or equivalent)
* Level 2 or 3 full and relevant qualifications in childcare/understanding of EYFS or equivalent.
* Experience within an early year’s setting
* Knowledge and good understanding of Safeguarding
 | * Food hygiene qualification (Grade Pass)
* Experience of preparing food within an early year’s setting.
* First aid qualification (Grade Pass)
* Level 2/basic understanding of Safeguarding
* Good understanding of the SENCO role
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| 4. Personal Qualities and Other |
| Essential | Desirable |
| * A patient, friendly approachable character
* Resilient, kind and caring with an empathetic approach towards staff and children.
* A willingness to work as part of a team with good communication skills.
* Be able to communicate effectively with children and eager to learn.
* Uses own initiative.
* Motivated and passionate about quality childcare
 | * Excellent organisational skills and ability to meet deadlines.
* Creativity and specialism within the areas of learning / educational programmes.
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