

# OAKS INTERNATIONAL SCHOOL, CAMBRIDGE

## 1. NURSERY PRACTITIONER

### JOB DESCRIPTION

#### Purpose of Post:

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
2. To give support to their staff within the setting.
3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To build and maintain strong partnership working with parents to enable children's needs to be met.

#### Responsible to:

Nursery Manager/Deputy

#### Main Duties:

- To effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support other nursery assistants, students and volunteers.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
  - To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.
  - To ensure when using messy play items is cleaned up after the activity.
  - To ensure resources, toys and equipment are organised, stored correctly, cleaned regularly.
  - To undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc.

**PERSON SPECIFICATION**  
**NURSERY PRACTITIONER**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b>
Qualifications	NVQ Level 3 or OFSTED recognised equivalent, in Early Years Childcare Paediatric First Aid Enhanced DBS clearance and other Safeguarding requirements (ISA)	Further qualifications or training in Childcare and education Management/supervision training	
Experience and knowledge	Sound knowledge, experience and understanding of EYFS and OFSTED requirements Experience in Day care setting with 2-3year olds Knowledge of Child development		
Skills	Good oral and written communication skills Firm understanding of, and personal commitment to, providing equality of opportunity and supporting diversity.	Good IT skills – Able to use Microsoft Office (Word and Excel) and e-mail	
Personal attributes	Motivated with high energy levels and stamina Inspirational and visionary, with a commitment to growing the nursery and its team Positive outlook Model of discretion and confidentiality Caring and friendly personality Reliable and responsible Flexible and adaptable		