**Job Description: Nursery Practitioner**

We are currently looking for an enthusiastic member of staff to join our small community based nursery set alongside Plumstead Manor School. We are a small charity run Nursery which opens Monday-Friday from 7:30am to 4:40pm term time only. For all our staff and students, we aim to provide a happy, safe and stimulating environment to support our children’s learning journey. We are looking for a new team member that can be proactive, flexible and engaging with our students to enable them to develop in preparation for moving onto primary school.

**Job Title:** Nursery Practitioner

**Purpose of the job:** You will be required to take on the role of keyperson to work with the parents of assigned students as well as support the general working of the nursery under the direction of the Nursery management team.

We are looking for a full/part time practitioner to join our well-established team, to assist providing stimulating, exciting activities for the children, which will encourage independence, and motivation to learn.

**Responsible to:** Nursery Manager

**Hours of work:** Basic hours would be at least 27.5 hours per week which will include at least 1 opening shift and 1 closing shift. This would equate to 5 of shifts of 6hours with 30 mins unpaid lunch on a term-time basis. Additional hours may be available but will not be able to be guaranteed.

**Pay:** £15.06 per hour

**Qualifications:** All candidates should hold at least Level 3 NVQ in Childcare or equivalent as well as clear DBS.

**Closing Date:** 13th December 2024

**Main Duties**

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help to set up the nursery for the daily program and to help tidy away at the end of the session.
3. To act as a key person to small group of children, liaising closely and building effective relationships with parents/carers and ensuring each child’s needs are recognized and met.
4. Work in partnership with parents/carers and other family members.
5. To advise the nursery Manager of any concerns e.g., over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To support children, offering an appropriate level of support and stimulating play experiences.
7. To ensure that children are kept safe and that you understand when to follow Child Protection procedures.
8. To ensure that parents are welcome and feel valued at all times in the setting and time is given for exchanging information with parents about their children.
9. To support mealtimes within the setting.
10. To actively participate at team meetings, supervisor meetings
11. To attend training courses as required and to take responsibility for your own professional development when required.
12. To always ensure confidentiality with regard to information regarding children, their families or other staff.
13. To be aware of and adhere to all the setting’s operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
14. To ensure that adequate student records are kept and updated regularly.
15. To promote the nursery to current parents and potential customers.
16. To safeguard all students and report any concerns to the DSL within the setting and other authorities if required.
17. To undertake any other reasonable duties as directed by the Nursery Manager, in accordance with the setting’s business plan/objectives.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.