

Alonim Pre-School Nursery - Nursery Practitioner – Job Description

Alonim Pre-School Nursery is currently recruiting an Early Years Nursery Practitioner to join our caring, passionate, and professional team in December 2024.

We are seeking an experienced, enthusiastic, helpful, and well organised team player, with excellent communication skills. The role demands a high degree of self-motivation, reliability, and flexibility. This post is an ideal opportunity for an experienced practitioner with current experience and relevant training.

Objectives of the Post

- The successful candidate will work with the Team Leader and team by providing a safe, high quality education and care for pre-school children.
- Post holder will have to fulfil legal and statutory requirements, adhere to the Early Years Foundation Stage Framework and plan and deliver a curriculum accordingly.
- The successful candidate will be required to enhance children's learning

Personal Specification

- Post holder will be expected to abide by the nurseries health and safety policy.
- Post holder will have clear knowledge of the nursery Safeguarding Policy and be able to promote the welfare of children and carry out all duties in line with this.
- Successful candidate must be able to work on own initiative, with minimal supervision and be able to prioritise their workload.
- Post holder will deal sensitively and discretely with confidential matters.
- Post holder must be able to prioritise work and meet deadlines and timescales.
- Successful candidate must have a level of ICT competence including experience of using an on line learning journal called Tapestry but not essential.

- Successful candidate must have current experience working in a similar role or the ability to demonstrate transferable skills.
- Post holder must be able to communicate effectively with parents, children, and colleagues (written and oral) including literacy, tact, and diplomacy.
- Successful candidate will need high levels of energy, enthusiasm, and commitment, honesty and integrity
- Post holder must be able to deal sensitively with people and be able to problem solve.
- Successful candidate will need to be a hard-working team player with an eagerness to participate fully in the life of a busy nursery.
- The candidate must have a minimum of NVQ Level 2 in Early Years or equivalent qualification, current first aid training and safeguarding training.

Duties and Responsibilities:

- To take responsibility for planning an ambitious medium term, weekly and session curriculum which take into account the requirements of the EYFS and children's next steps; to monitor the effectiveness of the pre-school curriculum.
- To be responsible for providing a high quality of teaching and learning, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
- To be responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed; to monitor the effectiveness of assessment procedures. This can be done in conjunction with Tapestry on line learning journal.
- To be a Key Person to a group of key children.
- To liaise closely with parent/carers, informing them about the pre-school curriculum, exchanging information about children's progress and encouraging parents' involvement.
- Keep abreast of legislation, guidelines, and policies to ensure the Children's Act, Safeguarding and the Early Years Foundation Stage welfare requirements are met at all times and any child protection concerns are acted upon immediately and appropriately.

- Ensure that appropriate records and administration systems are maintained to ensure confidentiality of information, e.g. daily attendance register and accident records.
- To attend and participate in monthly Nursery meetings and any in-service training courses as required.
- To carry out risk assessments to ensure that the Nursery is a safe environment for all children, staff and others. Mindful that equipment is safe, standards of hygiene are high, health and safety procedures are implemented at all times and fire drills and invacuation are regularly practiced.

All applicants will be required to complete an enhanced DBS check.

Core Hours are Mon to Fri 9am to 1pm with a possibility to extending hours for Breakfast Club (7:45 am - 9:00 am), Afternoon session (1:00 pm – 4:15 pm Mon to Thurs, Fri 1:00 pm to 3:15 pm)

Report to: Team Leader and Nursery Head Teacher (Manager)