

THE WYVERN COLLEGE

WYVERN DAY NURSERY

JOB DESCRIPTION

Post Title: Nursery Practitioner

Responsible to: Nursery Manager/Deputy Manager

Purpose of the Job: To work within a nursery staff team, implementing a high standard of child care, with regard for each child's individual needs.

MAIN RESPONSIBILITIES

1. To work as a keyworker, taking responsibility for the daily care of a small group of children, showing regard for their safety and welfare at all times.
2. To plan and implement an appropriate, stimulating curriculum within the nursery routine for children to enjoy whilst ensuring progress with regard to meeting all their developmental needs.
3. To comply with Health and Safety regulations, nursery policies and all nursery regulations.
4. To maintain a high standard of hygiene within the nursery environment, and with regard to establishing good hygiene routines with the children.
5. To work within a partnership with parents, by welcoming their child into the group each day, exchanging information and installing parents' trust and support, maintaining an interest in each child's welfare.
6. To record, through regular observations, each child's developmental progress.
7. To communicate effectively with parents, children, colleagues and visitors within the nursery, demonstrating the need for confidentiality.
8. To attend and contribute to regular staff meetings.
9. To contribute towards the consistent process of planning, monitoring and evaluation of the nursery facility in liaison with the nursery team.
10. To report accidents or concerns to the Deputy or Nursery Manager.
11. To play an active role in ongoing personal and professional development eg willingness to participate in update training.
12. To work effectively as part of a professional team, to generate a happy, secure environment.
13. To participate in parent evenings and fund raising events.

14. To perform any other duties commensurate with the level of responsibility of the post.

15. To ensure that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ level 3 in Children's Care, Learning and Development or equivalent • GCSE in Maths and English at Grade C or above 	
Experience	<ul style="list-style-type: none"> • Working or work placement within a childcare setting 	
Knowledge and Skills	<ul style="list-style-type: none"> ▪ Excellent communication skills ▪ Ability to prioritise and organise workload and keep accurate records ▪ Ability to develop good working relationships with staff and students ▪ Awareness of child protection and data protection issues relevant to the post 	
Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to deal with confidential and difficult issues in an appropriate way ▪ Good time-management skills ▪ Flexible and adaptable to meet the needs of the nursery ▪ Able to work on their own initiative ▪ Ability to stay calm under pressure 	