

NURSERY PRACTITIONER – JOB DESCRIPTION

Department	Little Crackers Nursery
Main purpose of role	Required to start in November or as soon as possible thereafter, we seek to recruit an enthusiastic and suitably qualified Nursery Practitioner to work as part of our Nursery Team. This is an exciting opportunity to join a busy and happy nursery that has excellent outside facilities and the support of Crackley Hall School. The job holder will work in the nursery setting, joining an established team under the direction of the Nursery Manager. The successful candidate will ensure that every child in their care is well-supported and encouraged to develop themselves as an individual. They will respond to the children's needs, plan suitable activities to help them progress in their learning and feedback to parents on how their child is getting on. An appreciation and understanding of the ethos of the school is essential.
Reporting to	Nursery Manager
Departmental Information	At Little Crackers, we believe that it's never too early to start on an exciting journey into learning. We have a carefully structured nursery to cater for babies and children from nine-months old to pre-school. In our bright, natural nursery rooms we offer flexible, vibrant sessions with an emphasis on learning through play and exploration in a friendly and caring environment. Children benefit from a qualified Early Years Teacher and specialist subject teachers including PE, Games, French, Forest School and Music lessons. The nursery day runs from 7.45am to 6.00pm, with flexible morning, afternoon and full-day sessions available 51 weeks a year.
Key duties and responsibilities	The job holder will be responsible for assisting in providing quality childcare for children and their families within the school. Assisting the Nursery Manager and Nursery Teacher. • Key Tasks • To assist in planning and providing a caring, stimulating environment that is appropriate for individual children and enables them to reach their full potential. • To work within the Childcare Act and Local Government guideline standards. • To work closely with the Nursery Manager and Head of Early Years to follow the planning and deliver it in a way that enables children to learn according to the Early Years Foundation Stage. • To establish and maintain positive relationships with children and their families in a way that values parental involvement. • To lead and manage a group of children, including planning and delivering adult lead activities with the group on a daily basis. • To keep observations and assessments of children's development in appropriate Key Person groups and to keep accurate records of the children's achievements. • To keep Key Person children's files and progress forms and reports up to date and accurate. • To set up for and tidy up after sessions, both indoors and outdoors.

	• To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion. • To work effectively as part of a team, to follow rotas and work collaboratively, to respect and value each member of the team. • To work within the agreed framework of policies and procedures set out within the school. • To support students and volunteers on placements. • To help in the responsibility of maintaining high-quality resources. • To take part in day-to-day administration and record keeping. • To inform the Headmaster, Head of Early Years or Nursery Manager of potential problems at all times. • As required, assist in the toileting needs of the children. • To assist with record keeping and filing. • To assist with Nursery displays. General School Duties • To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy and the needs of the School. • To act as an ambassador for the school and maintain a positive image of its aims and objectives. • To liaise with the class teachers, Nursery Manager, Head of Early Years and Headmaster, as necessary. • To be flexible when cover is required for absences. • To assist in musicals, celebrations and productions within the school. • To attend Open Days as required. • To attend and participate in Foundation Stage meetings and, where appropriate to attend planning and development days. • To attend staff meetings, staff development and training as appropriate. • To liaise with outside agencies and work in collaboration with the EYS (Early Years Service). To keep all information regarding the school, children and staff completely confidential at all times.
Hours and place of work	This role is all year round for 40 hours a week, worked over four days (with a non-working day on Wednesday or Thursday). The working hours will be 7.30am to 6.00pm (including a 30-minute unpaid break) This role is based at Little Crackers Nursery within Crackley Hall School.
Salary	The salary for this role is D5 of the Princethorpe Foundation support staff scale, currently £26,110.50 per annum based on full time equivalent, actual salary £27,851.20 based on 40 hours per week.
Safeguarding Children	The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact,

	will be to adhere to and ensure compliance with the school's child protection policy statement at all times. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare or children in the school they must report any concerns to the Deputy Head (Pastoral) or the Headmaster.
Mandatory training	• Safeguarding training • Health & Safety induction

PERSON SPECIFICATION		Essential	Desirable
Experience/ knowledge	At least 2 years' experience in the early years sector		Y
	Experience of working in nurseries or schools	Y	
	Knowledge of the EYFS curriculum and its application		Y
	Be able to assess and record pupil achievement and progress to inform developmental needs	Y	
	Experience of working alongside other professionals in the development and learning of children	Y	
	Experience of setting targets monitoring, evaluating and recording progress		Y
Job related skills	To be able to support mixed ability children within the same room and cater for the entire ability range	Y	
	To be able to build and maintain excellent relationships with all stakeholders, especially parents and colleagues	Y	
	Confidence to implement behaviour management techniques for groups and individuals	Y	
Personal job- related skills	To be able to work as part of a team and communicate clearly with others	Y	
	To be able to motivate and inspire children	Y	
	Make consistent judgements based on careful analysis of available data	Y	
	Good organisation skills	Y	
	To be committed to raising levels of achievement of children of all abilities	Y	
	To be passionate about learning and teaching	Y	
	Display warmth, care and sensitivity in dealing with children	Y	
	Open minded, self-evaluative and adaptable to changing circumstances and new ideas	Y	
	Willingness to be involved in the wider life of the school		Y
	Ability to prioritise	Y	
	Natural energy and enthusiasm, with both a pro-active and supportive outlook	Y	

	When all the above fails, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence	Y	
Qualifications	Minimum of Level 2 or above in Childcare or equivalent	Y	

Crackley Hall School reserves the right to amend this job description from time to time according to business needs.