**Little Londoners**

**Job description: Nursery Practitioner**

The nursery practitioner will be working as part of our team for the daily needs of children between the ages of 2 years and 5 years within the setting. They will be accountable to the nursery managers Ayten Wakling and Farzana Gajia.

**Salary and Conditions**

**Rate of pay:** £8.50 an hour

**Hours:** 35 per week

**Holidays:** 20 days, pro-rata plus statutory holidays per year

**Probationary period:** 6 months

**Pension Entitlement:** This post is eligible for membership of our pension scheme.

**Period of Notice:** We require 1 week notice and will give 1 week notice during probation

period and 1 months’ notice both ways thereafter.

**Condition of employment:** This relies on satisfactory references, DBS certificate, Health declaration

and declaration of criminal convictions.

**Staff Training:** At Little Londoners, we are committed to ensuring that all our staff

receive regular training in order to maintain a high standard. Dates are

arranged in advance for all to attend.

**Key Responsibilities**

1. To ensure a high standard of physical, emotional, social and intellectual care for all children in our nursery.
2. To adhere to all of Little Londoners policies and procedures.
3. To give support to other personnel within the nursery including trainees, students and volunteers.
4. To work together as a team supporting each other for the benefit of the children.
5. To liaise with Parent’s and Carer’s, sharing information about their child’s development.
6. To implement the daily routine.

**Main Duties**

1. With the staff team, to operate a programme of exciting activities and play opportunities suitable to the age range and developmental needs of the children attending the setting.
2. To ensure that a stimulating and caring environment is provided for children that takes into account individual developmental needs and enables children to reach their full potential.
3. To work alongside parents of special needs children to achieve full integration within the nursery.
4. Liaise with and support parents and other family members.
5. To observe, record and prepare key children’s records and reviews for parents in conjunction with the nursery.
6. To assist with the keeping of all records as required within the nursery setting. For example, following Safeguarding procedures in recording accidents and incidents and ensuring the manager signs off any such reports before it is given to parents.
7. To keep well-informed of legislation, guidelines and policies to ensure the Health and Safety at Work Act, Children’s Act and the Early Years Foundation Stage Welfare requirements are met at all times.
8. To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g. preparation of snack meals, cleansing of equipment etc.
9. To assist in the washing and changing of children as required.
10. To ensure mealtimes are a time of pleasant social sharing.
11. To provide comfort to all children in the setting.
12. Support all other staff and engage in a good staff team, communicating effectively and ensuring professionalism at all times.
13. To help where help is required by colleagues and to be constantly aware of the needs of the children.
14. To manage own time in completing tasks effectively, prioritising workload and delegating tasks where necessary.
15. Attend staff meetings and other activities outside of working hours e.g. parents’ evenings, training, nursery events etc.
16. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
17. To be aware of the high profile of the Nursery and to uphold its standards at all times.
18. Work alongside the managers and staff team to ensure that the philosophy behind the project is fulfilled.
19. To respect the confidentiality of information received regarding children, parents and their families, staff and the nursery.

This Job Description is not intended to be a complete inventory of all the activities the jobholder would be expected to undertake. This Job Description will be subject to review and change in light of future developments. The post holder will be actively involved in the review with the managers.

**Nursery Practitioner – Person Specification**

**Qualities and experience required**

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| **Essential** | **Desirable** |
| NVQ Level 3 in Childcare or equivalent | First Aid qualification |
| Previous experience of caring for young children | Basic Food Hygiene certificate |
| Ability to communicate well with adults and children | Other related training |
| Able to demonstrate the ability to work as part of a team | Registered for DBS online update service |
| A sound knowledge on child development and relevant assessment schemes |  |
| Good organisational skills and record keeping and planning skills |  |
| You will need to be flexible and enthusiastic |  |
| Be motivated and have the ability to motivate others |  |
| Can take responsibility when required |  |
| A willingness to undertake additional training where necessary |  |
| Basic knowledge on Health and Safety |  |
| Understanding of Equal Opportunities |  |

**Application closing date:** 30/11/2017

**All applicants should contact:** Ayten Wakling or Farzana Gajia

(managers and directors of Little Londoners Day Nursery Ltd)

**Please send** **application to:** 32 Cherbury Court, Islington N1 6TL

**Or alternatively** **email to:** [info@littlelondonersdaynursery.co.uk](mailto:info@littlelondonersdaynursery.co.uk)

**Contact numbers:** 0208 806 3302 or07915 966 412