



JOB DESCRIPTION

Early Years Practitioner

Reporting to: MANAGER
Hours: 37 hours per week
Payment: You will be paid monthly on the last working day of the month by BACS
Holiday: 20 days + Bank Holidays
Based: Tiverton, Devon

Job Description

This position will be to assist at the nursery, working closely with, and under the supervision of the room leader and Manager.

You need to have a lovely manner and enjoy working with children.

You have to be energetic and kind and speak nicely with patience and love.

You need to be able to deal with any relevant issues within the nursery room on a daily basis to support the goals of the nursery.

Duties include:

- Understanding and planning for EYFS
- Being pleasant and nice to the parents and families when welcoming the children in for the day – handing over in the evenings to your key children
- Making Telephone calls to parents when children are unwell or returning calls when needed
- Changing nappies and dealing with toilet training
- Dealing with paperwork for Parents requests for extra days etc
- Settling children into the nursery with a loving and kind nature
- Attend staff meetings monthly
- Attend training regularly in your own time to maintain levels of high education
- Monitor and maintain highest level of childcare
- Maintain legal ratios
- Read and adhere to all the policies of the nursery
- Manage all child related concerns such as disclosures, SENCO issues, settling in
- Create and oversee improvements to new procedures for parents fees, admin or room related activities
- Attending compulsory paediatric first aid training when needed

You will work well with all the other staff, review policies when necessary, deal with Ofsted at our next inspection and monitor all children for health and welfare issues.

You will have regular meetings with the room leader to discuss the performance of the room, any current issues, resources and children's development/planning. During this time, you will inform the Manager, on a WEEKLY basis, of any issues that have arisen and all day to day concerns.

You must have regular management meetings with the Manager to discuss developments and continuous improvement processes. You will have annual appraisals.

Holiday is to be booked in advance with approval from the Manager.

Qualities Required

This role requires someone who has experience in a nursery.

You will be:

- Reliable – to cover sickness and holiday and be able to take on extra tasks or hours as needed to ensure the setting runs smoothly. Also be able to keep the setting open during snow or other related instances.
- Self-motivated – this role requires someone who can make it their own and comes with new ideas for procedures and improvements at the setting. We are always reviewing and striving to improve.
- Organised and able to manage all the responsibilities needed in this role in the time given that week
- Trustworthy and able to help move the business forward
- Able to create and grow positive relationships with parents – creating loyalty and new business.
- Friendly and approachable and interested in children as well as business.

You have to be able to see what is needed by the Manager, Parents or Ofsted and be able to think on your feet and move forward with change fast!

Thinking creatively and using your initiative is a bonus.

You need to be a flexible worker available to work various changeable hours depending on staff sickness and other issues that may come up.

Qualifications:

Level 3 childcare qualification and all up to date EYFS training.