

Job Description and Person Specification

Job Title	Early Years Nursery Practitioner
Responsible to	The Nursery Teacher
Context	The Early Years Nursery Practitioner will be a highly motivated and enthusiastic professional committed to providing high quality care and an inspiring education. You will have a strong understanding of the EYFS curriculum and demonstrate excellent communication, organisational, and interpersonal skills. Reporting to the Head of The Pre-Preparatory School, they will hold (or be working toward) a Level 3 full and relevant EYFS qualification. A positive, nurturing attitude and a genuine passion for working with young children are essential along with excellent communication skills and the confidence to work autonomously as well as demonstrating a team-focused mindset and a positive, can-do attitude.
Responsibilities	• Provide a high standard of care for children. • Act as a "key person" for a group of children, tracking their progress, development, and achievements. • Plan, prepare, and deliver appropriate and stimulating activities in line with the EYFS curriculum. • To support observations and assessment of children's learning and development ensuring that records are maintained to a high quality and reviewed effectively. • To contribute to the creation of a safe, welcoming and inclusive indoor and outdoor enabling environment for all children to develop and learn through play. • To work with the nursery team in all duties including setting up, clearing up and planning activities. • To promote positive behaviour. • To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day. • To be familiar with EYFS framework and recommendations of good practice and assist in their implementation • To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the EYFS team. • Report to and meet regularly with the Nursery Teacher and the Head of Pre-Prep regarding all matters relating to children and parents.
Operational Duties	Health, Safety, and Compliance • To support the safeguarding and welfare of all children in the Nursery. • Be aware of and comply with all policies and procedures relating to child protection, health, safety and security. • Ensure the nursery environment is safe, clean, and well-organised. • Maintain accurate records for each child, including attendance, development, and incident reports. • Follow nursery policies and procedures, especially those related to safeguarding and child protection.

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	- Support the Nursery Teacher to ensure the nursery is compliant with all relevant legislation and guidelines. Communication and Administration - Build strong relationships with families, be available as a point of contact for questions and concerns. - To work with colleagues to establish constructive relationships with parents and exchange information regarding their child's progress and daily updates. - To provide clear and accurate progress reports of pupils' stages of development and targets for progress through the agreed schedule of reporting, parents meetings and by regularly sharing observations via each child's on-line learning journal (Tapestry). - Handle administrative duties where required.
Skills and Qualifications	Essential Childcare qualification: EYFS or equivalent full and relevant Early Years Qualification e.g. Level 3 (or working toward) Diploma in Early Childhood Studies. Experience: Demonstrate outstanding age-appropriate teaching and provide a fun and learning rich, play based experience for Nursery ages. Knowledge: A strong, practical knowledge of the Early Years Foundation Stage (EYFS) as well as child protection and safeguarding procedures. Skills: Excellent communication, organisation, and time-management skills. Personal attributes: Patience, empathy, adaptability, a genuine passion for early childhood development, and the ability to remain calm under pressure. Desirable - Experience in assessing and tracking progress. - Pediatric First Aid
Other Conditions	Offer Conditions Cundall Manor School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. Health and Safety Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.
Salary	Commensurate on experience, to include employer pension contribution and lunch.
Contract	Permanent.