

Archfield House



Nursery

Job Description

Job Title:	Nursery Practitioner –Room Support, Bank staff, Lunch cover and Nursery Apprentice
Team/Service:	Archfield House Nursery Ltd
Business Unit:	Archfield House Nursery
Area:	Bristol
Responsible To:	Nursery Manager
<i>(day to day issues)</i>	
Accountable To:	Nursery Manager
<i>(line manager)</i>	
Salary Grade:	To be discussed

1. Key Purpose of Job

- 1.1. To work as part of the Nursery team to provide high quality care and education for children aged 0-5.
- 1.2. To ensure the Early Years Foundation Stage Welfare Standards and Curriculum are adhered to at all times.

2. Anticipated Outcomes of Post

- 2.1. The Nursery will provides high quality care and education for children aged 0-5
- 2.2. To ensure the Early Years Foundation Stage Welfare Standards and Curriculum are adhered to at all times.

3. Key Duties

- 3.1. To supervise and play with the children
- 3.2. To liaise with and support parents and carers
- 3.3. To attend any additional out of working hour's activities e.g monthly staff meetings, training, Christmas carol concert etc
- 3.4. Undertake certain domestic jobs within the Nursery when necessary e.g. preparation of snack, cleaning of equipment
- 3.5. Participate in professional development programmes.
- 3.6. Ensure good hygiene and cleanliness are maintained at all times
- 3.7. Record accidents and ensure that parents sign accident forms with the support of key staff members

- 3.8. Develop and maintain good relationships and communication with parents / carers to facilitate day to day caring needs of the children.
- 3.9. Ensure the 'arrival and departures' policy is adhered to for the safe collection of children.
- 3.10. To ensure all children are signed in and out.
- 3.11. To ensure the provision of a high quality environment to meet the needs of individual children.
- 3.12. Ensure all nursery policies and procedures are adhered to.
- 3.13. To participate in the observation, planning and assessment cycle as required.

4. Budgetary Responsibilities

None

5. Line Management Responsibilities

None

6. Health and Safety Responsibilities

All employees will ensure that they;

- Comply with health and safety procedures and instructions.
- Take care of their own safety and that of others.
- Ensure accurate upkeep of the register throughout the day with frequent head counts.
- Ensure that all nursery belongings are not damaged.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

7. Key Working Relationships

7.1. External

7.1.1. Children

7.1.2. Parents / Carers

7.1.3. Bristol Early Years and Childcare partnership

7.1.4. Health service

7.2. Internal

- 7.2.1. Nursery Head –Rebecca Clevett
- 7.2.2. Nursery Manager and Deputy Nursery Manager
- 7.2.3. Nursery Team
- 7.2.4. Archfield House Nursery Team

8. Other Duties

To undertake additional duties as required, commensurate with the level of the job.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Nursery operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Nursery buildings or outside of the nursery environment showing their uniform. Staff will not be released for a break that is specifically for smoking.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Archfield House Nursery Policies and Procedures.
- d) The post-holder must comply with the Archfield House Nursery Health and Safety requirements.
- e) This post is based at Archfield House Nursery but the postholder may be required to move their base and cover within Woodland House Nursery School at a future date.
- f) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.