



Role Title: Nursery Practitioner

Reporting to: Room Leader / Nursery Manager

ROLE OVERVIEW:

- Responsible for working effectively with colleagues to ensure that the learning environment is appropriate to meeting all children's individual needs.
- Responsible for key children.
- Responsible for cohort tracking of key children group.

KEY RESPONSIBILITIES:

General duties:

1. To contribute to the room planning.
2. To understand the requirements of the EYFS, health and safety and Ofsted.
3. To fulfil the role of a Key Person and work in partnership with parents/carers, ensuring all children's individual needs are met, including observing, planning, and evaluating developmental activities.
4. Ensuring key children's learning, journeys, next steps, and cohort tracking is up to date.
5. To liaise professionally and courteously with parents, children and colleagues and visitors in a polite and professional manner, seeking help or signposting to the correct person within the nursery.
6. To prepare daily activities for all children for all children whilst adhering to the EYFS.
7. To interact effectively with all children.
8. To ensure the process for new children and children who are transitioning is followed appropriately.
9. To ensure the procedures for own key children transitioning are followed and all paperwork is up to date.
10. To carry out peer-to-peer observations termly.
11. To assist in the setting up of the room in the morning, throughout the day and closing the room in the evening.
12. To support the team with hygiene for children including nappies, toileting, face and hands wiping and changing a child's clothes.
13. To maintain records and reports.
14. To assist with general cleaning, tidying, and sterilising.
15. To contribute to the display boards.
16. To adhere to and implement all nursery policies and procedures.



Self-management

- 17. Attends training courses to further personal development.
- 18. Performs any ad hoc duties as required.
- 19. Actively contribute and participate as part of a team, attending team meetings and other events.
- 20. Is mindful of personal safety and the safety of colleagues.
- 21. Assists the nursery manager with initiatives that directly benefit the nursery.

SKILLS, KNOWLEDGE, EXPERIENCE:

Essential to role

- Full and relevant early years qualification or working towards
- Experience of working with children within the Early Years
- Understanding and working knowledge of the EYFS
- Awareness of the Ofsted inspection framework
- Experience of working within a team
- Experience of providing customer service
- Good understanding of health and safety requirements
- Good understanding of managing a cohort of key children

Desirable to role

- A relevant catering qualification.
- Experience of managing budgets.
- Working within a nursery setting.

I have read and understood the responsibilities for the position of The Nursery Practitioner.

I am fully aware that should I not meet these responsibilities that disciplinary procedures will be invoked.

I am aware the role analysis is subject to change in accordance with the needs of the business.

Name	
Sign	
Date	