

Job Description

Abbot's Hill School and Abbot's Hill Nursery recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties, roles and responsibilities will assist job holders in making their best personal contribution. Job descriptions should be reviewed on a regular basis and amended as appropriate.

Job Title:	Early Years Practitioner Level 2
Responsible to:	Room Leader/Deputy Manager
Purpose of Role:	<ul style="list-style-type: none"> • To provide a high standard care and education for children in the setting. • To be an effective Key Person. • To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn. • To build and maintain strong partnership working with parents to enable children's needs to be met.
Key Relationships: Internal: External:	<ul style="list-style-type: none"> • Nursery Manager • Deputy Manager • Room Leader • Nursery staff • Parents and guardians • Area Inclusion Officer • Early Years Consultant
Main responsibilities/duties:	<ul style="list-style-type: none"> • To safeguard the children at all times and ensure you are complying with safeguarding policies and procedures. • To ensure that a caring and stimulating environment is provided for children that takes into account individual developmental needs and enables children to reach their full potential • To plan and prepare exciting play opportunities that meet children's developmental needs and stimulates their learning and integration within the nursery in accordance with the EYFS framework. • To observe and assess children's development and keep accurate records of their achievements. • To establish and maintain positive working relationships with parents/carers in a way that supports children's learning and development and values parental involvement.



<p>Main responsibilities/duties</p> <p>(continued)</p>	<ul style="list-style-type: none"> • To act as an ambassador for the nursery and school by maintaining a positive image of its aims and objectives. • To attend ALL out of working hour's activities, e.g. training, staff meetings, parents evenings, events, etc. • To update training and engage in continued professional development. • To ensure the provision of a high quality environment to meet the needs of all children and to abide by the Equal Opportunities Policy. • Ensure all nursery procedures are followed correctly. • Be flexible within working practices of the nursery. Be prepared to help where needed including domestic jobs within the nursery, e.g. laundry, cleaning equipment etc. • To assist with the opening and closing of the Nursery. • Be a pro-active team member, offering appropriate support to your colleagues. • Ensure care routines are followed with regards to nappy changing, toileting, sleeping and handwashing. • To ensure good standards of safety, hygiene and cleanliness are maintained at all times. • To keep accurate records during the nursery day, such as daily diaries and accident forms. • To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report non-attendance through sickness promptly and appropriately. • To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues. • To communicate effectively with the nursery management team regarding all parts of the nursery.
<p>Additional requirements:</p>	<ul style="list-style-type: none"> • To support activities within the School. • To escort children on educational visits as required from time to time • To attend School Open Mornings/Afternoons and other major School events such as Carol Service, Prize Giving etc.



<p>General requirements</p>	<ul style="list-style-type: none"> • To carry out all duties in accordance with Abbot's Hill's Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate. • To comply with Abbot's Hill's operating policies and procedures as issued from time to time • To contribute to self-development with support from Abbot's Hill • To carry out any other duties that might reasonably be required from time to time according to the needs of the school.
<p>Knowledge and experience:</p>	<ul style="list-style-type: none"> • Level 2 qualification in Childcare and Education. • Minimum 1 years post qualifying experience desirable. • Experience of working within a day care setting. • Strong knowledge of the EYFS and ability to observe and assess children.
<p>Skills required & person specification</p>	<ul style="list-style-type: none"> • A passion for working with young children. • Energetic and outgoing. • Excellent communication skills. • Reliable, trust worthy and hard working. • Computer literate
<p>Salary</p>	<p>Within the range £17,700 - £20,000 per annum; dependent on qualifications and experience.</p> <p>25 days annual leave plus Bank Holidays.</p>
<p>Safeguarding</p>	<p>Due to the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential when making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.</p> <p>This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.</p> <p>The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily exclude you from consideration for this appointment.</p>



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<https://www.abbotshill.herts.sch.uk/wp-content/uploads/2018/05/Privacy-Notice-including-Appendix.pdf>