

<p>(continued)</p>	<p>Advisors.</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 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. preparation of snacks, cleaning equipment etc. • Open or close the Nursery from time to time. • 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 INSET/training days, School Open Days (Mornings/Afternoons) and other major School events such as Carol Service, Prize Giving, Commem etc. as required.

<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"> • Minimum Level 3 qualification in Childcare and Education. • Minimum 1 years post qualifying experience desirable. • Experience of working within a day care setting. • Excellent knowledge of the EYFS and ability to observe and assess children. • Paediatric First Aid qualified (Desirable)
<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/willingness to learn how to use ICT equipment.
<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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