Job Description

Post title: Nursery Practitioner
Grade: UH3
School/Department: Dean of Students/Nursery
Responsible to: Nursery Manager
Responsible for: N/A

MAIN PURPOSE OF THE JOB
The Nursery Practitioner is responsible for providing a safe and caring environment for the children in the Nursery's care, and for promoting the children's development through a range of activities and experiences. Each Nursery Practitioner will work, and at times rotate, within a team/room, with a specific child age range.

RESPONSIBILITIES AND DUTIES

- To care for the children attending the Nursery on a day-to-day basis, in accordance with the Early Years Foundation Stage and within Nursery planned activities and policies.
- To work with the Nursery/Room team in the provision of a safe and happy environment for the Nursery children, ensuring that the physical and educational needs of each child are understood and catered for.
- To be the key person for a group of assigned children; to work with the Room Leader/Nursery Officer and parents to understand and agree each child's needs and stages of development; to complete and record regular child observations in accordance with Nursery policy and to ensure that parents have access to read and comment on the observational output.
- To assist with the planning and implementation of developmentally appropriate activities for children, using the Early Years Foundation Stage as a guide, as well as any other national and local policies, procedures, and regulations.
- To actively interact, always engage and communicate with children; supporting and extending their language, communication and social skills through conversation, play, listening and responding to their interests and ideas.
- To communicate in a positive and effective manner with all parents regarding their children and respond appropriately and within Nursery guidelines to all queries and any issues/complaints, or to refer a query/issue to the appropriate Leader, in a prompt fashion.
- To immediately report any accidents, safety hazards or observations of children being unwell to the Room Leader/Nursery Officer or senior Nursery team.
- Report any failings in cleanliness or maintenance to the appropriate Room Leader/Nursery Officer or senior Nursery team.
- To be prepared to annually rotate round different Rooms to gain experience with various teams and age groups.
- To attend Nursery staff meetings or training (outside normal working hours where necessary).
- To be flexible with working hours/shifts to ensure the Nursery can maintain its staff: child ratios in an effective manner.
- To help with day to day running for nursery including laundry and dish washer duties.
- Any other duties as may be reasonably required by the Nursery management team.

SUPERVISION RECEIVED
The Nursery Practitioner reports to the Nursery Manager but will also be supervised by the Deputy Nursery Manager and is expected to operate with a substantial degree of autonomy in carrying out the above responsibilities and duties.

SUPERVISION GIVEN
N/A

RESPONSIBILITY FOR BUDGETS
N/A

RELATIONSHIPS/CONTACTS

Internal: Day Nursery Manager, Nursery Administrators, Room Leaders, Nursery Officers, Nursery Nurses, and Nursery Assistants, children and their parents.

External: Agency staff, Students on work placements, visiting tutors, other professionals, potential new families.

REHABILITATION OF OFFENDERS ACT
DISCLOSURE AND BARRING SERVICE

This post is exempt under the Rehabilitation of Offenders Act 1974 as amended. The University requires that the successful applicant who is offered employment will be subject to a criminal record check from the Disclosure Barring Service before the appointment is confirmed. An Enhanced Disclosure will be required and this will include details of cautions, reprimands or final warnings, as well as convictions. The University of Hertfordshire complies with the 'Code of Practice for Registered Persons and other recipients of Disclosure Information'.

Overseas applicants and UK applicants who have lived abroad
Successful applicants who have lived outside the UK, for 12 months or more (whether continuously or in total), in the last 10 years, will be required to produce a 'Certificate of Good Character/Conduct' from each of those countries.

ANNUAL LEAVE
It is the University's intention to accommodate as far as is reasonably possible requests of annual leave, up to a maximum of two weeks at a time. However, during peak periods such annual leave may not be approved.

This document outlines the duties required, for the time being, of the post entitled Nursery Practitioner to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the Nursery Manager may vary duties, from time to time, which do not change the general character of the job, or the level of responsibility entailed.

PERSON SPECIFICATION

Post title: Nursery Practitioner

QUALIFICATIONS & MEMBERSHIPS

Hold a recognised childcare qualification at a minimum of Level 3 such as Early Years Educator, NNEB, DPP, NVQ Level 3 or equivalent qualification	Essential
Hold a minimum of GCSEs at Grade C/4 or above in Maths and English or equivalent, or proven experience	Essential
First Aid qualification	Desirable
Food Hygiene qualification	Desirable

EXPERIENCE

Proven relevant childcare experience in a similar Day Nursery setting	Essential
Experience of planning learning activities for children	Essential
Experience of keeping child observations	Essential

KNOWLEDGE AND ABILITY

Good knowledge and understanding of the Early Years Foundation Stage	Essential
Good knowledge and understanding of the Children's Act	Essential
Able to show effective communication skills with staff, children and their parents	Essential
Ability to work effectively within a team	Essential
Excellent time management skills	Essential
Ability to show initiative	Desirable

BEHAVIOURS AND ATTRIBUTES

Willingness to update existing knowledge through reading and attending training sessions where necessary	Essential
Caring and motivated within childcare	Essential
Flexible with working hours and shifts	Essential
Creative and/or musical approach	Desirable
Committed approach to issues related to equality and diversity	Desirable

We are a values-led organisation. These values inform and sustain all our activities and reflect who we are as people. They tell everyone what is important to us and what drives us. We value:

Friendliness	Ensuring we act in a respectful and inclusive manner
Ambition	Supporting those determined to achieve
Collaboration	Encouraging working together for positive, shared outcomes
Enterprise	Being impact led and placing enterprise at our core
Student success	Working in partnership with our students and empowering them to reach their potential.

Shared Responsibilities

The University of Hertfordshire's vision is to transform lives, whether that's our students or staff. This means whoever you are, we will support you to reach your full potential to succeed during your career with us. Our staff community comprises innovative individuals who want to develop, excel and add value by doing their very best. We each embody the University values of friendliness, ambition, collaboration enterprise and student success. We are passionate about promoting and working in a diverse and inclusive staff community. Everyone who works for the University is encouraged to share in that sense of belonging, entitled to feel they are managed fairly, are valued and accepted, and

understand they are being supported to succeed.