

Ashridge Nursery
Ashridge Road
Wokingham
Berkshire
RG40 1PG

Job title: Senior Early Years Practitioner

Responsible to: Nursery Manager

Purpose of the job: To work as a senior member of staff within the pre-school team under the direction of the manager. To have key children and to provide safe, high-quality education and care for young children which meets the individual needs of children attending the setting. To be responsible for modeling best practice, guidance, and advice to other staff members. To carry out managerial tasks in the absence of the nursery manager or deputy.

Safeguarding requirement: Ashridge Nursery is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main Roles and Responsibilities:

Nursery Practitioner

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
2. To help to set up for the daily program and to help tidy away at the end of the session.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met through carrying out observations and assessments.
4. To work in partnership with colleagues, parents/carers and other family members to promote best practice and enhance children's learning and experiences.
5. To advise the Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To teach and enhance children's learning, offering an appropriate level of support and stimulating play experiences during the nursery sessions.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To understand and follow food hygiene routines to prepare children's snacks and support mealtimes within the setting.
9. To actively participate at regular team meetings, supervision meetings and appraisal meetings.
10. To attend training courses as required and to take responsibility for continuous personal development.
11. To understand the need for and maintain confidentiality at all times.
12. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.
13. To ensure that adequate records are kept and updated regularly.
14. To promote the setting to current parents and potential customers.

Additional Roles and Responsibilities:

Senior Practitioner

1. To share responsibility for providing visitors with information about the nursery and it's curriculum.
2. To share responsibility for ensuring that the nursery is a safe environment for children and staff, that the equipment is safe, standards of hygiene are high, safety procedures are
3. always implemented and fire drills are regularly practiced.
4. To be a Fire Marshall and carry out fire drills.
5. To share responsibility for supporting the staff team, including covering should the manager or deputy be unavailable.
6. To contribute to changes within the setting and provide an opinion.
7. To be a keyholder and be responsible for opening and closing the setting when needed.
8. To complete DSL training and be a designated safeguarding lead when the lead DSL is not working.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.