



## ALL STAFF MUST

Keep up to date with current practices and legislation and advise the directors for consideration.

Carry out tasks as described in the company's Quality Manual, operating and completing associated paperwork as laid down.

Undertake any duties within your capabilities as agreed with the Directors/Manager & Lead Practitioners

Abide by the Company's Standard Conditions of Employment as laid out in your Rules and Standard Conditions of Employment, as supplied.

Carry out any other activities within your capabilities as agreed by the Directors/Manager & Lead Practitioners.

To be flexible with the working practices of the Nursery including undertaking domestic tasks, eg preparing food, cleaning equipment, etc. To attend all out of working hours activities, e.g. training, staff meetings, parents evenings, Open Days, Christmas party, etc

To take exceptional care with your own personal hygiene and cleanliness of uniforms creating a good example to the children in our care.

## REPORTING RESPONSIBILITY

Direct Director/Manager & Lead Practitioner - ON SITE

In absence Director/Manager & Lead Practitioner - OFF SITE

Indirect: Jean Hindmarsh - COMPANY SECRETARY

Ultimately: Stewart Hindmarsh - MANAGING DIRECTOR

It is the responsibility of the employee to identify training and development needs, in line with nursery requirements. It is the responsibility of the Directors/Manager & Lead Practitioners to identify training and development courses/sources and to make available resources for training and to support staff in any of their vocational training development.

Amended: 1 April 2016

## Job Description

### EYT & EYP

### Purpose of Position

To work under the direction of the Directors/Managers & Lead Practitioners supporting the aims and objectives of the Nursery and to assist the Directors in providing high quality care at all times displaying your enjoyment of being with children and to deputise for the nursery manager and deputy manager as and when required.

To provide high standards of child care and education, which includes the monitoring and reviews of provision and the ability to set appropriate limits for children.

To provide a stimulating, safe and caring environment in which all children can develop emotionally and socially through individual attention and group activities.

To promote the nurseries at every opportunity including contacting health visitors, doctors' surgeries, etc. and to showcase the nursery during an Ofsted inspection to achieve Outstanding status.

To support and mentor other practitioners and model the skills and behaviours that safeguard and promote good outcomes for children.

To lead with planning and monitoring of EYFS learning, preparing, planning, attending meetings and facilitating learning within the nursery. This includes helping every individual child to achieve to their full potential and measuring these achievements against pre set learning goals.

To support all staff as agreed by the Directors/Managers & Lead Practitioners particularly in cascading your enthusiasm, experience and knowledge to all other colleagues.

To focus on excellence of communication in all areas and at all levels ensuring that the internal and external customer markets are fully satisfied.

To respect and understand the confidentiality of information received at all times and not to take any child/parent/carer off the premises without approval from the company Directors.

The company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Main Duties

1. To assist the Directors/Managers & Lead Practitioners in maximising the nursery population by securing registrations from parents/carers for their current and future childcare needs by telephone, face to face and any other method, including showing parents/carers around the Nursery and to issue information regarding the Nursery as requested.
2. To assist in the preparation of accurate monthly invoices and in collecting payments from parents via cash, cheque or card using the terminal provided and to accurately post these onto the company's computer system.
3. To advise manager of any late payments and to chase these up with parents. To advise Company Secretary of any issues that require intervention.
4. To assist with the planning and organisation of staff schedules and to ensure appropriate and cost efficient staffing levels are maintained at all times in accordance with Ofsted Standards. Whenever possible due to child illness/absence to release staff for E-training or other necessary planned activity throughout nursery. Such as completing required paperwork, risk assessments, learning journeys etc.
5. To ensure that any maintenance requests are made in a timely manner and that equipment and consumables are safe and relevant to each age group setting.
6. To lead on the implementation of the EYFS, with up to date and accurate learning journey plans, maintain a comprehensive programme of activities and equipment which relates to the individual needs of each child. To interact with children during play, rest and mealtimes.
7. Through the implementation of the EYFS, help children learn to respect people of different race, ability, gender, religion or culture.
8. To monitor and record child development files and learning journeys and ensure children's information /details are kept up to date/accurate. Ensure any changes in children's information is reported to the Directors/Manager & Lead Practitioners.
9. To ensure the highest standards of safety, hygiene and cleanliness are maintained indoors and outdoors at all times by the creation of relevant risk assessments and the timely completion of daily/weekly/monthly tasks and records. See monthly planning calendar.
10. Through the Nursery's Key Worker system liaise with parents/carers, other family members to encourage them to participate in their child's learning and development ensuring that the particular needs of children are met and that parental choice is considered in terms of care given.
11. To liaise with outside agencies and the wider community as and when required including liaising with colleges and universities to ensure quality students and apprentices for placement and to advise career/job vacancies at the nurseries.
12. To assist the Directors/Manager & Lead Practitioners in setting and implementing objectives and policies for the Nursery - making staff and parents aware of these.
13. To assist the Directors/Manager & Lead Practitioners with the efficient upkeep of the building decor and maintenance/stock of equipment, furnishings and fittings.
14. To make all staff aware of the Nurseries policies and procedures including those on Child Protection, Health and Safety and The Special Educational Needs, Code of Practice, always dealing honestly with self and others.
15. To produce reports as requested by Directors/Manager & Lead Practitioners and to function the pending file action system checking on a daily basis.
16. To produce reports on future populations of the nurseries and to supply these to the Company Secretary showing planned and actual figures of attendance.
17. To assist the Directors/Manager & Lead Practitioners with inductions of new staff, trainees, work experience and volunteers and to assist with their personal development and training.
18. To protect the health, safety and welfare of all children at all times within the Nursery and be familiar with the nursery's fire alarm system all emergency escape routes and follow up actions.
19. To secure best value when purchasing materials, food, etc for the company by securing competitive quotations and comparative quality before proceeding with purchase. All purchases must be initiated by the creation of an official purchase order. To continually review cost efficiencies and advise the Directors for consideration.
20. To assist in the recruitment of nursery staff as required and to obtain DBS checks for prospective employees as requested.
21. To assist with organising Open Days, coffee mornings. Children's outings to the park, wildlife, farm, and special and specific Fundraising events for charities, preparing material for Bulletins, displaying children's work, showcasing the nursery via window artwork, raising maintenance requests, etc
22. To organise Nativity plays and carol services.
23. To be responsible for the safe opening and closing of the nursery and locking up of grounds and storage sheds as shifts demand.
24. To keep up to date on all educational initiatives and changes to the EYFS discussing, agreeing and then implementing best practice in nurseries.
25. To liaise with counterparts at our other settings and ensure that observation, policies and procedures are common to all practice.