



# BURGESS HILL

— GIRLS —

## JOB DESCRIPTION

**Job Title:** Nursery Practitioner  
**Reporting to:** Nursery Lead Practitioner/Deputy Manager/Nursery Manager  
**Contacts:** Staff, Nursery Children, Parents/Carers

### JOB SUMMARY

Work in partnership with the parents/carers to create a happy and stimulating environment where children can develop to the full their emotional, physical, social and intellectual potential in an attractive, safe and healthy environment.

The highest standards of care should be provided for the children at all times. Decisions regarding the safety, well-being and security of the children are paramount at all times.

### PRINCIPAL ACCOUNTABILITIES

#### Working with children

- Care for the physical, intellectual, emotional and social well-being and development of the children.
- Assess the children by following a process of looking, listening & recording in order to plan inclusive, stimulating activities to show progress and develop the children to their full potential.
- As a keyworker, maintain relevant children's developmental records using Tapestry and other supporting systems adopted in each classroom. Flag up any concerns and work as a team to set individual next steps.
- As required, supervise and engage in meaningful play in the outdoors and assist with lunch duties as part of the team.
- Establish caring relationships with children and parents within an equal opportunity and non-judgmental framework.
- Work in partnership with parents to provide the best care possible for their children.
- Promote full, consistent and relevant exchanges of information with parents and colleagues in a professional manner.
- Promote positive cultural images in both general attitudes and creative activities to ensure that all children, regardless of cultural or religious influences, are seen as valuable members of society.
- Maintain high standards of hygiene, cleanliness and safety within the secure environment of the Nursery.

### **Work with staff**

- Support the Lead Practitioner with the preparation of tasks and activities as necessary for the creation of a suitably enabling Nursery environment.
- Provide support for Lead Practitioners and colleagues.
- Accept guidance from Lead Practitioners/Deputy Manager/Nursery Manager.
- Assist in the setting up and clearing away of activities.

### **Generally**

- Prepare and clear away mid session drinks and snacks for the children demonstrating food hygiene and safety.
- Assist the children in the toilets. Change the children if they have an accident and are wet or have soiled their underwear.
- Deal with minor accidents liaising with the Lead Practitioner and school nurse as appropriate.
- Take responsibility for maintaining wall displays and the visual presentation of the Nursery environment
- Be versed in all Nursery policies.
- Attend training sessions as appropriate.

### **Occasional Duties**

- Assist with Nursery outings, festive performances and events.
- Participate in Open Events for new children/parents.
- It is expected that in an emergency or unusual situation, all staff will do whatever duties are necessary to ensure the effective operation of the Nursery.

### **CONDITIONS OF SERVICE**

The Nursery is open between 8.00am and 6.00pm Monday to Friday for 51 weeks of the year. Staff could occasionally be required to cover shifts between 7.30am and 6.30pm on a rota basis.

This job description reflects the present requirements of the position. The job description will be reviewed and amended as required.