



BURGESS HILL

— GIRLS —

Job Description

Job Title: Nursery Practitioner – Bank Staff

Reporting to: Lead Practitioner/Deputy 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

1. Working with children.
2. Care for the physical, intellectual, emotional and social well-being and development of the children.
3. Assess the children, through the process of recording their progress, in order to plan a variety of stimulating learning opportunities to develop the children to their full potential.
4. Support the core team to maintain relevant children's developmental records.
5. Supervise and actively support the children's engagement in the outdoors.
6. Assist with lunch duties.
7. Establish caring relationships with children and parents within an equal opportunity and inclusive, non-judgmental framework.
8. Work in partnership with parents to provide the best care possible for their children.
9. Promote full, consistent and relevant exchanges of information with parents and colleagues in a professional manner.
10. 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.
11. Maintain high standards of hygiene, cleanliness and safety within the secure environment of Nursery.

Work with staff

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

Generally

1. Work across all age ranges, be well versed in each class routine and be proactive in finding out about the daily needs of the children.
2. Prepare mid-session drinks and snacks for the children, clear away.
3. Assist the children in the toilets. Change the children if they have an accident and are wet or have soiled their underwear.
4. Deal with minor accidents liaising with the lead practitioner and school nurse as appropriate.
5. Be versed in all Nursery policies.
6. Attend training sessions as appropriate.

Occasional Duties

1. Assist with outings, Christmas singing and parties, sports events, parent events and fundraising activities.
2. Participate in Nursery/School Open Events as required.
3. 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

Bank work as and when required to cover staff absences and requirements of each rota period. We request your availability for the month in advance and shifts are allocated and agreed in advance where possible. You may be called, based on your stated availability, to cover at short notice.

The Nursery is open between 8.00am and 6.00pm Monday to Friday for 51 weeks of the year and bank staff could be invited to cover shifts between 8.00am – 6.00pm on part or full days, depending on the requirements at the time. The school has no obligation to offer any regular hours and in turn, the job holder will have no obligation to accept hours. Payment will be made via our payroll, following receipt of an authorised timesheet confirming hours worked.

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

Updated: 06.09.23