

# PRE-SCHOOL & NURSERY PRACTITIONER

## JOB DESCRIPTION



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**Setting:** Tilehouse Street Pre-School and Nursery  
Baptist Church Halls  
Upper Tilehouse Street  
Hitchin  
SG5 2EE

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**Requirements:** Level 2-3 in an Early Years qualification.

**Responsible to:** The Manager or in their absence the Deputy Manager and the Chairperson of the Management Committee.

**Purpose of the job:** To liaise with all staff in providing safe, high quality education and care for all children, to contribute and attend meetings.

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### Duties as Pre-school & Nursery Practitioner:

1. To help prepare and set out the classes for the daily programme and tidy away at the end of the session.
2. To support the children during free play and adult guided activities in both the Pre-School and Nursery classes.
3. To prepare, serve and clear away snack for both classes.
4. To undertake regular observations and evaluations of activities.
5. To contribute to the records of the children's development.
6. To advise the Manager of any concerns e.g. over children, parents or safety of equipment, preserving confidentiality as necessary.
7. To keep confidential, whenever legally possible, any information regarding children, their families and other staff, which is acquired as part of the job.
8. To have a responsibility for safeguarding and promoting the welfare of children and keep training and knowledge of this up to date.
9. To keep paediatric first aid training up to date and be prepared to use this when necessary.
10. To attend relevant meetings and in-service training courses to gain skills and keep knowledge up to date. Whenever possible such undertakings will be financed by the pre-school.
11. To take part in any special events, outings and visits.
12. To undertake any other reasonable duties as directed by the Manager, in accordance with the settings objectives.
13. The Manager/Deputy Manager shall be your named Mentor throughout your time at the setting

14. To keep to the set uniform standards as requested and continue to deliver and maintain the high reputation of the setting to our Community.

**NB This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure and Barring Service Check being obtained.**