



# CHRIST CHURCH SCHOOL

## JOB DESCRIPTION – Early Years Practitioner (H3)

### **Purpose of Post**

- 1 To provide a high standard of physical, emotional, social and intellectual care for children placed in the Nursery;
- 2 To give support to other personnel within the Nursery;
- 3 To implement the daily routine.

### **Key Areas**

- Work with Children;
- Team Work;
- Liaise with Parents/carers.

### **Hours of Work**

Monday to Friday, 8.30am – 4pm

### **Responsible to**

Nursery Teachers

### **Duties and Responsibilities**

- 1 Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff;
- 2 To keep a proper record of achievement file on your key children, for parents/carers;
- 3 Work with parents/carers of special needs children to give full integration in the Nursery;
- 4 Support all staff and engage in a good staff team;

- 5 Liaise with and support parents/carers and other family members;
- 6 To be involved in out of working hours activities, e.g. training, staff meetings, fundraising events;
- 7 To be flexible within working practices of the Nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleansing of equipment etc.;
- 8 Work alongside the staff team to ensure that the EYFS philosophy is fulfilled;
- 9 Recording accidents in the accident book. Ensure the school office has been informed and that the parent receives it;
- 10 Look upon the Nursery as a "whole" where can your help be most utilised, be constantly aware of the needs of children;
- 11 Ensure child is collected by someone known to the Nursery;
- 12 To respect the confidentiality of information received;
- 13 To develop your role within the team especially with regard as a key worker;
- 14 Specific Child Care Tasks:
  - The preparation and completion of activities to suit the child's stage of development;
  - To ensure that mealtimes are a time of pleasant social sharing;
  - Washing and changing children as required;
  - Providing comfort and warmth to an ill child;
- 15 To ensure the Nursery of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- 16 To be aware of the high profile of the school and to uphold its ethos and standards at all times.
- 17 To actively promote and support the safeguarding of children and young people in the workplace, ensuring the school policies and procedures are observed at all times.