



PlayPals Childcare Ltd

Big opportunities for little people

Job Description – Early Years Practitioner

Reports to:	Nursery Manager Deputy Manager Directors of PlayPals Childcare Ltd Directors of QUEST
Main Responsibilities:	To deliver a high standard of learning, development and care for children aged 0-5 years. To ensure that the nursery is a safe environment for children, staff and others. To develop partnerships with parents/carers to increase involvement in their child's development. To be responsible for any tasks delegated by the Manager/Deputy Manager
Main Activities:	<ul style="list-style-type: none">• To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.• To support in planning and deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.• To help ensure the nursery meets Ofsted requirements at all times.• To undertake designated officer roles if required.• To work with other professionals in the local area for the benefit of children and families.• To understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.• To plan activities which ensure each child is working towards the early learning goals.• To be a key person, keeping accurate assessments of the children'.• To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments• To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.• To assist the management of the setting in ensuring all resources are appropriate to deliver a consistently high standard of practice, available to all children.• To work in partnership with senior management to update and review the self-evaluation and improvement plan.• To attend meetings as and when appropriate.• To act as an ambassador for the organisation, maintaining it's positive image.• To undertake any other reasonable duties as directed, in accordance with the Nursery aims and objectives.





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Person Specifications

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Minimum Level 2 qualification in Children and Young Peoples Workforce or equivalent. To hold English and mathematics GCSEs (or equivalent) at level C or above	Food Hygiene Certificate Paediatric First Aid Safeguarding Qualification
Experience/ Knowledge	<ul style="list-style-type: none"> Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. Knowledge and proven practical experience of implementing good quality learning. 	Recent experience working in a Preschool /Nursery setting
Skills & Attributes	<ul style="list-style-type: none"> Empathy and understanding of children under five. Excellent verbal and communication skills with children and parents. Ability to write reports and keep clear and accurate records. Excellent organisational skills Administrative and basic IT skills Calm and caring nature. Ability to work as part of a team Able to work on own initiative 	
Personal Qualities	<ul style="list-style-type: none"> Reliable, enthusiastic, and flexible A commitment to quality in all areas, with a high level of motivation and enthusiasm Punctual A creative thinker Patient, caring and nurturing A good sense of humour 	

The successful candidate must have:

- Satisfactory enhanced DBS clearance and the right to work in the United Kingdom
- Evidence to support information within the supporting statement/application form
- Satisfactory references

Signed _____ Date _____

