

**Job Description**

**Childcare/Nursery Practitioner (Temporary Cover)**

**Post Title** Childcare Practitioner

**Accountable to** Directors of EOOSC

Managers

**Reports to** Manager/Assistant Manager

**Key Relationships** Other EOOSC Childcare Practitioners and staff; children; parents and guardians

**Liaises with** Parents and guardians

**Hours of Opening** 7:30am to 6pm Monday to Friday term time (from 8am holidays)

**Hours of work**  Temporary cover for maternity leave – Monday to Friday 7:30am

to 1pm (term time only) plus cover as required.

**Job Purpose**

To proactively contribute to the provision of a safe, stimulating and inclusive environment in which young children are supported and encouraged to achieve their full potential. Be a flexible and reliable member of the team at Egerton Out of School Club and nursery. To provide staff cover.

**Main Duties**

* To provide staff cover as requested by managers
* Be a reliable member of a team, working co-operatively and with flexibility
* Maintain a professional attitude – be punctual, maintain regular attendance, give sufficient notice for holiday requests and report non-attendance promptly
* Assist to provide a safe, supportive and caring environment to ensure all aspects of each child’s development are given full consideration
* Ensure practice meets, and aims to exceed, the requirements set out in the “Early Years Foundation Stage”
* To be proactive in activity planning, child observation and development records
* Follow routines, duties and rotas as requested by senior staff
* Participate in the Key person system and take on other responsibilities, as requested by senior staff, in line with knowledge and experience
* Ensure relevant information is shared between staff and parents and escalated to senior staff as appropriate
* Maintain confidentiality at all times
* Supervise children at play (indoors and out) and at meal times
* Assist with the creation of a stimulating and attractive **l**earningenvironment
* Assist with the care, maintenance and security of all equipment and toys within the setting
* Maintain a professional attitude at all times when dealing with other staff, parents, children and other visitors to the setting

**Personal and Professional Development**

* To attend staff meetings and training sessions as required
* Participate in all self-development activities, including appraisals
* Develop positive relationships with all other staff working within the setting
* Develop positive communication with parents / guardians, encouraging them to participate in their child’s development
* To support and mentor colleagues who are studying for NVQ qualifications
* Act as a role model for children and less experienced staff

## **Health and Safety**

* Undertake a shared responsibility for health, safety and cleanliness throughout EOOSC
* Ensure the general cleanliness of children at all times
* Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food service areas
* Be familiar with and adhere to, all relevant national, local and company policies as included in the induction process, as indicated by the manager / assistant manager and as covered by on-going training and personal development. Be especially vigilant and aware of procedures included in the following policies:
  + - * Health and Safety
      * Fire Safety
      * Risk assessment
      * Complaints management
      * Adverse incident reporting
      * Safeguarding
      * Data protection/Confidentiality

## **Responsible Officer**

When working in the capacity of Responsible Officer\*, the individual will take on the following duties and responsibilities in addition to the above.

These include responsibility for:

* Liaising closely with the managers and deputising in their absence – see Manager Job Description.
* Proactively leading the nursery /Out of School Club/ Holiday Club for the agreed session from opening up or closing of the setting.
* Ensuring a safe, secure and caring environment:
  + Supervision of staff, students and voluntary workers and overseeing the key person system
  + Ensuring staff adhere to all daily routines and that records/notes forward are accurate and up to date and completed at the end of the session
  + Ensuring that the statutory staff: child ratio is maintained at all times
* Communicating effectively with outside partners including parents/guardians; contractors; other parties contacting or visiting the setting and escalating necessary and / or appropriate issues to manager for action

\* all experienced staff members , who have successfully completed their probationary period and who have applied for and successfully completed the EOOSC Responsible Officer competency training would be eligible. Current rate is £15 per session in addition to employee’s normal rate.

June 14