

## **Brambley Day Nursery Job Description**

**Job Title:** Nursery Practitioner

**Reports To:** Nursery Manager / PreSchool Manager (BL) Assistant Manager (BC) / Nursery Supervisor

**Level:** Level 3 or above

**Working hours:** Between 7.30 a.m. to 6 p.m.

**Date reviewed:** 21<sup>st</sup> July 2025

### **Principle Responsibilities**

Under the overall direction of the Nursery Manager / PreSchool Manager / Assistant Manager / Nursery Supervisor, to assist the whole team in the planning and preparation of activities and in the provision of high quality childcare to meet the physical, educational, social and emotional development needs of children attending the nursery.

### **Duties**

#### **Childcare & Education**

- To assist the nursery team in providing a friendly, caring and inviting environment to encourage and develop children within our care.
- To settle children into the setting and provide on-going support to specific children under a key worker system and plan for individual needs so that they reach their full potential.
- To support and assist the needs of children with activities such as feeding, washing, toileting, oral hygiene, changing clothing, administration of medicine, lifting, handling and manoeuvring.
- To observe, monitor assess and accurately record the development of individual children on a regular basis in accordance with the EYFS and in conjunction with senior members of staff correctly and promptly complete all necessary written reports where required.
- To plan, organise and carry out child initiated or adult led activities in conjunction with the Nursery Staff.
- To ensure that all daily routines are adhered and supported in line with parent's wishes as far as practicably possible.
- Promote positive behaviour at all times, being a role model to the children so that rules and boundaries are clear.
- To provide positive management of children's behaviour and to set children consistent and realistic boundaries in conjunction in accordance with our Promoting Positive Behaviour Policy.
- The supervision of mealtimes and where appropriate the preparation of baby's food and bottles.

#### **Family Support and Communication**

- To participate in 'Settle sessions', parent inductions, individual posts on Family and Parents' evenings.

- To communicate and liaise with parents/carers verbally and via the Family app and external agencies where required, maintaining good communications.
- To communicate with parents and other visitors in a calm, friendly, appropriate, efficient and professional manner.

#### Professional Development

- To successfully complete as a condition of employment all induction and training necessary to ensure that the requirements of registration and proper practice are met and continue to be satisfied at all times.
- To discuss and agree any identified personal training needs with the childcare manager during the Professional Development Review (PDR)
- To participate in training programs that will enhance personal and professional development.
- To keep abreast of all current issues and to use current local and national early years documents in a professional and productive way, work towards your own development, attend training and implement your learning in practice.
- To participate in and contribute to supervision, team meetings, staff meetings and activities, including those arranged to assess, maintain and develop the aims, objectives and practices of the nursery, outside of working hours if necessary.

#### Procedures, Policies and Administration

- To ensure all nursery policies and procedures are implemented and adhered to at all times.
- To update and maintain children's records, including assessments and focus weeks ensuring they are of a high quality and kept up to date.
- To complete all required paperwork accurately, professionally and expediently.

#### Teamwork

- To support the team in the supervision and monitoring of students and also staff during the induction period in a professional way. To provide advice, guidance and support to new staff, nursery apprentices and students.
- Adopt a flexible, team centred approach to work at all times, including covering for colleagues at times of unforeseen circumstances or in an emergency.
- To be prepared to work within any room within the setting as required.
- To support the team and utilise training and experience by 'stepping up' and helping to lead a room when a Supervisor / Assistant / Manager is not in attendance.
- To effectively observe and mentor new staff and students while completing their induction, signing off completed tasks where applicable.

#### Health & Safety Compliance

- To ensure the Health, Safety & Welfare of children at all times.

- To have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment and to take reasonable care of their own health and safety at work and that of others. To cooperate with management in the promotion and maintenance of health and safety measures.
- To assist in maintaining a safe, clean and tidy nursery, including the preparation, care and cleanliness and maintenance of the rooms and equipment.
- To undertake all tasks in full compliance of child protection and safeguarding procedures.
- To ensure the provision of mealtimes, snacks, drinks and rest periods is provided throughout the day to a high standard with food presented attractively, a choice of snacks offered, drinks available regularly and quiet areas available for rests.
- To administer first aid at an appropriate level and arrange first aid required at a higher level.
- To assist senior staff with the continual update of risk assessments.
- To complete basic food hygiene certificate.

#### General Requirements

- To undertake any such duties and responsibilities as allocated by the nursery manager or any of their representatives in management; Supervisor / Assistant Manager.
- To display a professional approach in all aspects of nursery life.
- To respect confidentiality within the setting.
- To unlock and lock the premises when required.
- To act as a role model for new staff, nursery assistants, nursery apprentices, students and volunteers.
- To effectively supervise and mentor new staff, nursery assistants, nursery apprentices, students and volunteers.
- To undertake laundry duties.

#### Performance

In order to ensure that the staff member carries out their duties and responsibilities in accordance with this job description and company policies and procedures, management will:-

- Undertake an in-depth induction programme
- Carry out annual Professional Development Reviews which is reviewed after 6 months.
- Undertake quarterly supervision sessions to review general practice and performance
- Regularly monitor practice via observation (including entries on the Famly app)
- Audit records and give feedback so practice can be improved
- Spot-check rooms, records at any time
- Request feedback from colleagues, management and other practitioners, e.g. external agencies.

#### Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature or the level of responsibility entailed. Consequently, the company will expect to revise this job description annually and will consult with the post holder at these times.

<b><u>Name of staff member</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>

<b><u>Name of Manager</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>