

Senior Early Year Practitioners (Full-Time)

Staff Vacancy

Job Title	Senior Early Years Practitioners
Position	Full Time
Working Hours	Monday and Friday: <ul style="list-style-type: none">• 8.15am to 5.30pm• 51 weeks a year (the nursery is closed for one week at Christmas)
Qualifications	Minimum NVQ Level 2 or equivalent in Children's Care, Learning and Development
Annual Salary	£21,500 k to £28,000k We are committed to offering the Oxford Living Wage to employees aged 25 years and over.
Closing Date	Friday 19th January 2024

The Nursery

We are a privately run day nursery established in 2006 and consistently rated 'Outstanding' by Ofsted and registered for children aged 10 months to 5 years, located in a residential area one mile from Oxford City Centre. Due to a recent company restructure and demand in childcare in the local area we have created a new and exciting opportunity for a passionate person to be part of our nursery team and continue to development and build their career in Early Years Education.

The Position

We are looking to appoint an enthusiastic, confident, committed, and mature individual with excellent communication & organisational skills and a 'hands-on' attitude to work tasks. As a nursery, we believe that all of our staff should feel valued and be part of a supportive caring nursery team of childcare professionals, where your voice is appreciated and respected.

Candidate Criteria

The successful candidate will be working with a small group of children aged 10 months to 3 years and able to provide high quality, caring, and stimulating childcare, where our children can thrive while they learn, develop, and have fun.

Working as part of a small team, the successful candidate report directly to the Room Leader. However, as a member of the nursery's 18 employees, they will also be expected to support the Nursery Management in the day to day running of the nursery.

The successful candidate will have already gained some experience in childcare and is now looking to move on from their current role.

Essential Criteria

It is ESSENTIAL that candidates have the following qualities, skills, and knowledge we are looking for:

- A minimum childcare qualification of NVQ level 2 in Children's Care, Learning and Development or equivalent.
- Some experience working with children aged 5 years and under.
- Committed to supporting the deliverance of quality; the ability to abide by the nursery's policies and procedures including the Safeguarding of Children and Health & Safety at work.
- Previous experience working as part of team.
- Enthusiastic to develop their knowledge and experience.

Desirable Criteria

It is DESIRABLE but NOT ESSENTIAL that candidates have the following qualities, skills, and knowledge we are looking for:

- A childcare qualification of NVQ level 3 in Children's Care, Learning and Development or equivalent.
- Previous experience working with children aged between 10 months and 3 years.
- GCSE's (or equivalent) grade C (Level 4) or above in Maths and English.

Continued further support, training and development will be given to the successful candidate.

Staff Benefits

Staff benefits include:

- 33 days paid annual leave (including bank holidays and our one-week closure between Christmas and New Year).
- A training & development program to help the successful candidate to progress further in their career development, including full financial funding to obtain an NVQ level 3 in Children's Care, Learning and Development.
- Further financial support should you wish to gain higher qualifications in Children's Care, Learning and Development.
- Company pension.
- 24-hour employee wellbeing support through our partnership with Croner.
- Freshly prepared hot lunches.
- Staff uniform.
- Regular social events.
- Excellent career opportunities.
- Working within a supportive and nurturing team environment.

We offer a competitive salary package to the successful candidate that reflects their experience, skills, and qualifications.

For further information about the position, please see the Job Description and Person Specification detailed below.

To Apply

To apply for the position, please email Rebecca Warner at info@littletroopers.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Preferred candidates will be required to undertake a Disclosure and Barring Service (DBS) check.

RW/Staff Vacancies/December 2024

Job Description

Job Title	Senior Early Years Practitioners
Position	Full Time / Part Time
Working Hours	Monday to Friday - 8.15am to 5.30pm
Qualifications	Minimum NVQ Level 2 or equivalent in Children's Care, Learning and Development

Role Purpose

- To work as an effective member of the nursery team delivering flexible, high quality, education and care that meets the needs of the young children and their families within the nursery.
- Ensuring compliance with all Company Policies, Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework statutory requirements as governed by the Department for Education and regulated by Ofsted.

Accountability

EARLY YEARS EDUCATION

- Develop high quality interactions, which extend children's learning and thinking.
- To plan, prepare and participate in a range of age-appropriate activities that promotes each child's physical, intellectual, social, and emotional needs to enable each child to reach their full potential.
- To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures, religious backgrounds, and stages of development.
- To ensure that the planned activities come from the children's next steps, observations, and interests, as the EYFS framework requires.
- To implement and adhere to the group room daily routine.
- To ensure that the environment is well set out and that resources are excitingly presented and accessible.
- To help children acquire self-help skills, including dressing, feeding, toilet training and an awareness of personal hygiene as an important element of planning to support learning and development.
- To supervise snacks and mealtimes ensuring they are a time of pleasant social sharing. To ensure all Nursery Practitioners sit and interact with their key children where possible and to make this a sociable time. To encourage where appropriate all children to use cutlery, serve themselves and sit at the tables during meal and snack times as an important element of planning to support learning and development.
- To act as key person* for a group of children, by observing monitoring and accurately recording each child's individual development.
- To ensure that all your key children* have an accurate up to date record of their learning and achievements.
- Implement positive management of children's behaviour.
- Be proactive in the use of reflective practice to help develop and improve own practice and working environment.
- To supervise, effectively mentor and provide a good role model for all Nursery Practitioners and students and help to support new Nursery Practitioners integrate with the rest of the team.
- Contribute to the development and care of effective relationships with parents and others agencies.
- To support each key child's transition within the nursery and prepare pre-school children for primary school.

DAILY DUTIES

- To assist in the daily domestic management of the nursery, including ensuring that the nursery is kept safe, secure, and clean at all times. Be prepared to help where needed in the preparation of snack meals, cleaning of resources and equipment, laundry etc.
- To work in partnership with fellow Nursery Practitioners to create an effective nursery team and be fully involved in all the activities associated with the nursery.
- To prepare, care, clean and maintain group room resources and equipment and ensure they are stored suitably.

INCLUSION AND EQUALITY

- To ensure that practice fully embraces the nursery's Inclusion & Equality Policy at all times, treating everyone as individuals.
- To ensure that the requirements of the children with learning difficulties and/ or disabilities are fully supported via an effective program.
- To assist in the provision of a high-quality environment to meet the needs of individual children from different cultures and religious backgrounds, and their respective stages of development, teaching the children to respect and look after their environment.

HEALTH AND SAFETY

- To be aware of and comply with the nursery's Company Policies and Procedures.
- In consultation with the Room Leaders, Deputy Manager, Nursery Manager, Company Director, and parents, assist in identifying suitable care plans when accommodating children with special educational needs.
- To ensure that Nursery Practitioners within the group room liaise with parents when a child is collected from nursery. To provide concise and accurate information to parents such as activities undertaken during the day, what they have eaten and how they have slept in accordance with the nursery's Collection Policy.
- To share in the responsibility for safeguarding and promoting the welfare of all children within the nursery.
- To ensure that each child is collected by someone known to the nursery in accordance with the Collection Procedure.
- To follow our Nursery Care Policy when supporting children's welfare needs such as nappy changing, and toileting.
- To prepare, care, clean and maintain the group rooms and nursery equipment. To ensure that all cleaning records are written and filed suitably.
- To report and record all accidents and incidents accurately and to be aware of all risk assessments within the nursery.
- To implement the required Health & Safety, Fire, Accident and Emergency procedures in accordance with the nursery's policies and procedures.
- To report any signs of illness, neglect, or apparently non accidental injury directly to the Room Leader or a member of the management team.
- To provide comfort and warmth to a poorly child, ensuring that the Room Leader is aware of the child's progress.

ADMINISTRATION

- To work under supervision to maintain records and documentation that complies with statutory requirements.

STAFF

- To assist in the nursery management team in the organisation of group room registers, ensuring that the staff/child ratios are maintained at all times.
- To support the Room Leader and Deputy Room Leader in their absence, overseeing all day-to-day responsibilities.

COMMUNICATION

- To liaise with the Room Leader when the nursery day ends or when leaving early or taking leave, advising them of any information that is to be relayed to parents when the child is collected from nursery.
- To liaise with parents and to encourage their involvement in the aims of the nursery in all aspects of the children's care. To recognise the important role that parents play to ensure their child's successful learning development.
- To attend and participate in out of hours activities such as weekly staff meetings, parent development meetings, education presentations and children's outings as arranged by the nursery management team.
- To maintain regular and effective communication with all nursery staff, liaising with external advisors such as Early Years advisors, Ofsted, and other professional bodies.
- To participate in six monthly evaluations of the nursery, creating and updating action and operational plans.

TRAINING AND DEVELOPMENT

- To participate in training sessions both internal and external as agreed and as appropriate to your position to improve both staff and nursery standards. This may include progressing to an NVQ level 3 to 5 and on to a degree in Early Years.
- To participate and communicate support needs in regular one to one meetings and an annual staff performance review.

GENERAL

- To ensure that confidentiality is maintained at all times in relation to all information.
- To look upon the nursery in its entirety and where your skills can be best utilised to meet the needs of the children.
- To be flexible with regard to the working practices of the nursery. To be prepared to assist when other areas of the nursery may be short staffed or with other duties as specified by the Nursery Manager or Company Director.
- To be aware of the high profile of the nursery and uphold its standards at all times.
- You may be required to perform duties, appropriate to the post, other than those given in the job description. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties to the level of responsibility entailed. As a result of the variations, it will be necessary to update the job description from time to time.

**Please note that part time Nursery Nurse staff who work two days a week or less will not be assigned their own key children, however you will be expected support other nursery staff's key children, and this may include tasks undertaken by key person staff to support the learning and development of their key children.*


Person Specification

Job title: SENIOR EARLY YEARS (FULL TIME/ PART TIME) Qualifications: QUALIFIED NVQ L2/ L3

ESSENTIAL CRITERIA	DESIRABLE CRITERIA	
Relevant Experience		Identified
	Working as a Nursery Nurse and where possible deputising a Room Leader in their absence.	Application
Minimum of 1 years' experience working with children aged under 5 years	2 years' experience working with children aged 10 mths-5yrs	Application
Have acted as a key person to a minimum of 4 children at any one time.		Application
	Experience of working with children with Special Educational Needs or for whom English is an additional language.	Application
Education and Training		
Completion of a recognised NVQ level 2 in Childcare Learning and Development (or equivalent).	Completion of a recognised NVQ level 3/4/ Early Years degree in Childcare Learning and Development (or equivalent).	Application
Understanding of the importance of safeguarding children		Application
Qualification in Paediatric First Aid		Application
	Qualification in Food Hygiene	Application
Completion of Safeguarding Awareness course		Application
Willingness to participate in further training and development opportunities offered by the company to further knowledge.		Interview
	GCSE (or equivalent) level C or above in Maths and English	Application
Knowledge		
A good working knowledge of the EYFS statutory framework		Interview
A good understanding of how to safeguard children effectively		Interview
An understanding of young children's developmental needs		Interview
Skills and Abilities		
Commitment to the safeguarding of children		Interview
Commitment to the provision of high-quality Early Years Education		Interview
Commitment to ongoing personal professional development		Interview
Commitment to child centred practice and to working with parents		Interview
Commitment to equality of opportunity		Interview
Ability to empathise with children, parents, and nursery colleagues		
Ability to establish positive relationships with children and to interact with the children.		Interview
Ability to be patient		Interview
Ability to respond calmly and efficiently in an emergency		Interview
Ability to communicate effectively with children, parents, staffs, and external advisors		Interview
Ability to work as an effective member of a team		Interview
A willingness to work towards providing excellence of service		Interview
To have good organisational, record keeping and planning skills, whilst being consistent and adaptable		Interview
Personal Qualities		
Punctuality		Interview
Reliability and Trustworthiness		Interview
Availability to work in a flexible manner		Interview
A passionate approach to working with children and improving their environment		Interview
Other Requirements		
To behave in such a way, both inside and outside of work, which would not bring the company into disrepute		Interview
Confidentiality is paramount and should be adhered to at all times, conforming to the nursery's GDPR Privacy & Storage of Confidential Information Policy.		Interview
To be able to lift and carry young children as appropriate when caring for their personal needs.		Interview
To be able to make decisions based on the information available.		Interview
Suitable Enhanced Disclosure through the DBS and satisfactory references will be obtained prior to commencement of employment.		If Offered Position

Staff Vacancy

Staff Vacancy

Produced by:	Signed:  Print: Rebecca Warner	Date: December 2023
Review due:	January 2024	Ref: JD/LTDN/SEYP
Nursery Management		Position
(Lead) Rebecca Warner		Company Director
(Lead) Nicola Robertson		Nursery Manager
(Deputy) Beverly Massingham		Deputy Manager