

# HOPSCOTCH

Children's Nurseries

## JOB DESCRIPTION – NURSERY PRACTITIONER (BANK WORKER)

<b>Hours:</b>	Variable and only as and when required by the company by mutual consent
<b>Salary:</b>	£9.45 per hour (£8.43 plus holiday pay) £10.06 per hour (£8.98 plus holiday pay) 23 years+
<b>Notice period:</b>	One week

This post is subject to a DBS check at Enhanced level.

### **Requirements**

Relevant childcare experience

Two satisfactory relevant references

To demonstrate that you can read effectively and are able to communicate clearly and accurately in spoken and written standard English.

### **Main Duties**

To support the implementation of the Early Years Foundation Stage.

To implement and promote all Hopscotch policies and the Staff Rules.

To have an understanding of children's development, their needs and the provision of positive play

To care for and supervise your Key Group of children.

To ensure their safety at all times.

To take an interest in the children and their families, to treat them as individuals and with respect at all times.

To create an interesting and stimulating environment for the child to develop all their skills.

To provide at all times a warm and caring environment for babies and to be as consistent as possible regarding that environment.

To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development

To ensure positive management of children's behaviour.

To carry out housekeeping duties as appropriate.

To support a commitment to the theory and practice of equal opportunities.

To ensure an adherence to the health and safety policy.

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To support senior members of staff to put appropriate Child Protection procedures into practice.

To ensure that all information pertaining to Hopscotch, its operation, children, staff and parents remains confidential.

To support all co-ordinators eg, SEND and equal opportunities, in their duties.

To be able to think and act quickly in a stressful or emergency situation, and to be aware of the correct procedures.

To work as part of that team and contribute positively to the staff team.

To go about your duties with a positive and enthusiastic attitude - to be organised, efficient, confident, hardworking and conscientious.

To promote at all times good relations between staff members, parents and children, and at all times promote the good name and ethos of Hopscotch.

To cover any staff responsibilities as appropriate at the request of the Manager, particularly taking into account that unforeseen situations can occur when looking after children, and that the child's care and welfare is paramount at all times.

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## NURSERY PRACTITIONER (BANK WORKER)- PERSON SPECIFICATION

### Essential

A willingness to gain relevant qualifications, if appropriate.

A basic understanding of children's development, their needs and the provision of positive play.

A commitment to the theory and practice of equal opportunities.

An awareness of health and safety issues relating to the provision of play.

An ability to carry out light physical duties to include lifting babies and children, housekeeping tasks and setting up the learning environment.

An ability to work on own initiative.

An ability to communicate effectively with parents and build a relationship of trust with them.

To possess a reasonable standard of literacy and the ability to write reports as appropriate.

A willingness to learn the policies and procedures of Hopscotch and to abide by the staff rules.

A willingness to adhere to the Hopscotch dress code.

A willingness to work as part of and contribute positively to the staff team.

A willingness to attend staff meetings, training courses and nursery parent's evenings as appropriate.

To possess a level of fitness to enable the lifting and handling of children and some equipment, the execution of light housekeeping duties and the ability to use a variety of cleaning products and personal protective equipment.

### Desirable

Relevant skills for working with groups of children aged 0 - 5 years.

First Aid certificate

Food Hygiene certificate

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### **Important Additional Information for Hopscotch Bank Staff**

Hopscotch Nurseries are located in Brighton, Hove, Peacehaven and Seaford and you may be asked to cover shifts at any one of them by mutual consent. This is on a casual basis and you will be contacted directly by the nursery manager or deputy if and when work is available, sometimes at very short notice. Please note Hopscotch is unable to guarantee hours of work.

Work may be for a few hours, a day, a few days or a week at a time by mutual consent. Hopscotch reserves the right not to provide you with work and you are under no obligation to accept work. Accordingly, you may not have continuity between engagements. Your days and hours of work will be confirmed on each occasion you are offered and accept a period of work.

In line with the Working Time Regulations you are entitled to accrue holiday pay for each hour worked. This is paid to you each pay period and itemised separately on your payslip. Your holiday pay is based on the statutory 24 days per annum. You will not be paid or accrue holiday pay if you do not attend work for any reason including sickness during the agreed work period.

For each period of work, you should complete a time sheet which must be signed by the manager or deputy of the nursery. Payment is made monthly in arrears on the last working day of the month by BACS transfer to your bank. It is your responsibility to ensure your timesheets are received by payroll in time for the payment to be made. Due to the timing of the payroll, it is most likely you will be paid for the last week of the preceding month and the first three weeks of the current month, however, this may vary.

Hopscotch offers the opportunity for you to join the stakeholder pension scheme whereby you make a 4% monthly contribution from your pay into a pension fund. If you would like more information, a pension pack is available from head office.

You are free to work for other organisations whilst working for Hopscotch but you must ensure that you do not work more than the statutory maximum of an average of 48 hours per week over a 17 week period (as laid down by the Working Time Directive).

If you have any queries, please contact Hopscotch at the addresses below.