

# HOPSCOTCH

## Children's Nurseries

### JOB DESCRIPTION – NURSERY PRACTITIONER (QUALIFIED)

<b>Hours:</b>	40 hrs per week Monday to Friday- all year	
<b>Holiday:</b>	31 days per annum pro rata, inc 8 statutory holidays (3 days holiday entitlement to be taken during the Christmas closure period)	
<b>Salary:</b>	NVQ L2	£18,387.20 to £19,468.80 pa pro rata
	NVQ L3+	£19,468.80 to £23,000 pa pro rata
<b>Benefits: (optional)</b>	Company Pension Scheme, Salary Sacrifice Scheme for childcare	
<b>Probation period:</b>	6 months from start date	
<b>Notice period:</b>	One calendar month	

This post is subject to a Disclosure and Barring Scheme check at Enhanced level.

#### **Requirements**

Minimum of NVQ Level 2 in Childcare and Education or equivalent.

Two satisfactory 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 implement and promote all Hopscotch policies and the Staff Rules.

To ensure the ethos, implementation and legal requirements of the Early Years Foundation Stage are met.

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

To care for and supervise the group of children assigned to them as Key Person.

To carry out the duties of a Key Person.

To ensure children's safety at all times.

To form positive relationships with children and their families, to treat them as individuals and with respect at all times.

To create an interesting and stimulating learning environment children 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 promote their welfare and development.

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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 relating to the provision of play.

To support senior members of staff to ensure put appropriate Safeguarding Children 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, sendco and equal opportunities in their duties.

To be flexible and adaptable, to assist in all areas of nursery work and to provide support for other members of staff.

To assist in the keeping of development records and observations, and accident, incident and risk assessment records as appropriate

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

To attend staff meetings and training courses as directed by senior managers or tutors.

To work as part of that team and contribute positively to the staff team. To provide a role model of good practice to other members of staff.

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 other 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 (QUALIFIED) - PERSON SPECIFICATION**

#### Essential

Appropriate and relevant qualifications.

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

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

A commitment to the theory and practice of equal opportunities.

A good 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.

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

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 adhere to the Hopscotch dress code.

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

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

First Aid certificate

Food Hygiene certificate