
JOB DESCRIPTION

Job Title: Nursery Practitioner
Responsible to: Directly: Nursery Manager
Responsible for: Directly: None

Key Tasks and Responsibilities

1. Plan and deliver a programme of activities suitable to the age range and ability of children in your area in conjunction with other staff.
2. To have responsibility for a group of key children
3. Be responsible for providing activities and learning experiences that will help every child learn and develop.
4. To keep records of development and achievement on your key children, for parents to view.
5. Work alongside the manager and staff team to ensure that the ethos of the nursery is followed.
6. If deemed necessary by the Manager, take fees and payments from parents.
7. Supervise activities of Nursery Assistants, Apprentices, Students and Volunteers.
8. Perform at a consistently high level to promote best practice to all staff, especially less senior staff.
9. Work with parents of special needs children to give full integration in the Nursery.
10. Support all staff and contribute to a positive working environment.
11. Work in partnership with parents, external agencies and all internal colleagues to ensure every child is given full support.
12. To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fayre, Christmas party etc.
13. To be flexible within working practices of Nursery. Be prepared to help where needed, including to undertake certain domestic jobs within Nursery, e.g. preparation of snack meals, cleansing of equipment etc.
14. To have full knowledge and understanding of all nursery policies and procedures, and to follow and abide by them.
15. Recording accidents and incidents as detailed in nursery policies and procedures.

16. Ensure the safeguarding of all children is paramount and nursery policies and procedures are understood and followed.
17. Look upon the Nursery as a “whole” where your help can be most utilised, be constantly aware of the needs of children.
18. To respect the confidentiality of information received.
19. Ensure your knowledge and understanding of OFSTED standards and the EYFS Curriculum is up to date and that this is evident in your practice at all times.
20. Create an enabling environment where all children can reach their potential through a ‘child centred’ approach.
21. Ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.

General Obligations

1. To promote a caring, helpful and unbiased attitude towards all residents and other members of the general public and to maintain an impeccable standard of honesty and professionalism in all such dealings.
2. To adhere to the YMCA’s Health & Safety, Equal Opportunities and other policies and to contribute as required.
3. To promote the activities of the YMCA in a positive and conducive way to all staff, residents, other organisations and the general public.
4. To develop good working relationships within the YMCA, across all departments and centres.
5. To support and work within the Christian aims and purposes of the YMCA.
6. To ensure full compliance across Children’s Services and Adult Services with the associations safeguarding standards. Ensuring that all Nurseries and Housing Services operate within the procedures for the relevant Local Safeguarding Board and the associations own policies and procedures.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

PERSON SPECIFICATION – Nursery Practitioner

	JOB CRITERIA	Essential	Desirable
	Skills		
	Able to form excellent relationships with children	✓	
	Able to communicate well and to establish firm and consistent boundaries	✓	
	Able to plan and implement a range of activities suited to the age range and ability of the child, in conjunction with the Nursery Manager and other staff members	✓	
	Able to maintain accurate records of children's' achievements	✓	
	Able to form good working relationships with other team members	✓	
	Able to enhance children's learning and development	✓	
	Knowledge		
	Knowledge of EYFS Curriculum requirements	✓	
	PC Literate	✓	
	Knowledge of OFSTED standards	✓	
	Experience		
	Experience of work in an EYFS setting	✓	
	Experience of supervising and developing other staff members	✓	
	Experience of working to OFSTED Standards	✓	
	Qualifications		
	NVQ Level 2	✓	
	NVQ Level 3		✓
	A good level of general education, to at least GCSE level in English and Maths, or equivalent		✓
	First Aid Training		✓