



LEWESTON

NURSERY

EARLY YEARS PRACTITIONER

JOB DESCRIPTION

Line Manager: Nursery Supervisor

Purpose

To provide a stimulating and educational environment for the children in order for every child to be happy and have the opportunity to learn and develop, whilst following the School's policies and procedures.

Key Responsibilities and Accountabilities:

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fayre etc.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support nursery assistants, students and volunteers.
- Early Years Practitioners should be proactive and show the use of their initiative through all tasks undertaken.

Sherborne Dorset DT9 6EN

Email: recruitment@leweston.dorset.sch.uk ■ www.leweston.co.uk ■ Tel: 01963 210691

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- Ensure the opening and closing checklists are completed and any actions reported to your line manager.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc
- To adhere to the Leweston Nursery dress code at all times.

The duties and responsibilities above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary in order to meet the changing needs of the school.

Behavioural Competencies:

- Excellent written and verbal communication skills
- Positive mindset & self- motivated
- Able to work on own initiative but also within a team
- Customer focused

Essential Knowledge and Qualifications:

- Level 3 in Early Years (or equivalent)
- Paediatric First Aid Certificate
- Safeguarding

Salary: The salary from 1st September 2021 will be £23,388 per annum / £11.24 per hour

Hours and Holiday

The full-time role is 40 hours per week. The hours of work are between 7.30am and 6.15pm, Monday – Friday, in accordance with the duty shift rota, with 28 days holiday plus bank holidays from January 2022.

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