

Young Sussex believes that its success is due to the value it places on its staff. Our staff are committed, motivated and enthusiastic professionals who work as a team to ensure that the nursery provides a safe, stimulating and caring environment for young children.

The details listed in this job description are the principal responsibilities of the post and are not exhaustive. This job description should be read in conjunction with the Young Sussex Staff Handbook and Young Sussex's Policies and Procedures. The Trainee Nursery Practitioner must ensure that he/she is aware of the requirements of the Statutory Framework for the Early Years Foundation Stage which sets the standards for learning, development and care from birth to five.

Responsible To:

Nursery Practitioner, Senior Nursery Practitioner; Room Leader; EYP; Deputy Nursery Manager; Nursery Manager; Group Manager and Business Manager.

Duties and Responsibilities

Children

1. Resource an environment that extends and supports children's learning and development
2. Follow Young Sussex's policy and procedures on safeguarding and child protection.
3. Ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures, religious backgrounds, stages of development and those with special educational needs.
4. Carry out duties with regard to the nursery's equality and special needs policies and procedures.
5. Maintain and participate in the highest level of children's hygiene and cleanliness in sleeping, nappy changing and food preparation throughout the nursery.

People

6. Liaise with and support parents and other family members.
7. Provide a cover role across all the nurseries in the absence of any member of staff.
8. Attend staff training sessions necessary for continuing professional development, and staff meetings outside working hours.
9. Communicate and work cooperatively with your team.
10. Maintain confidentiality of information at all times.

Premises and Resources

11. Take shared responsibility for standards of health & safety, hygiene, security, cleanliness and tidiness throughout the nursery setting.
12. Assist with the experiences planned by the staff team for the children including the setting up and clearing away of equipment and materials e.g. mixing paints, washing pots and brushes, cleaning tables and clearing floors.
13. Assist with food preparation and clean up afterwards.
14. Take shared responsibility for the care of toys and resources, ensuring they are stored appropriately (particularly ensuring pieces of puzzles and games are not mislaid)
15. Report low stock levels of consumables.

Administration

16. Devising and producing visual aids and learning resources.
17. Ensure that the nursery follows guidelines for Health and Safety for staff, students and children.
18. Ensure accurate records are kept.



General

19. Implement policies and procedures of the nursery to ensure the welfare requirements of the Early Years Foundation Stage (EYFS) statutory framework are met.
20. Be aware of the high profile of the nursery and to uphold its standards at all times, maintaining a smart and tidy appearance, within and outside the nursery.
21. Never to act in a manner which might prejudice the good reputation of Young Sussex, and to maintain confidentiality at all times.
22. Behave in a helpful, positive and willing manner during the working day, acting as a positive role model to all, including children, staff and parents.
23. Any other duties as required by Young Sussex.



Person Specification – TRAINEE NURSERY PRACTITIONER

Job Requirements

Ess Des Evidenced through

Qualifications

To undertake a S/NVQ Level 2 or 3 in Child Care and Education or equivalent	x		Certificate/Application Form
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Competencies

Knowledge of curriculum planning		x	References & Interview
Knowledge of Regulatory Body		x	Interview/Application Form
First Aid Certificate		x	Certificate/Application Form
Knowledge of child development		x	Interview
Awareness of Health & Safety requirements within the nursery		x	Interview
Knowledge of Child Protection/Safeguarding Children		x	Interview/Certificate
Food Hygiene Certificate		x	Certificate/Application Form
Understanding or appreciation of the importance of equal opportunities in the workplace		x	Interview/Application Form
Ability to work as part of a team supporting colleagues and students	x		Interview
Numeracy equivalent to Maths GCSE/Standard Grade at grade C or above		x	Interview/Application Form
Literacy equivalent to English Language GCSE/Standard Grade at grade C or above		x	Interview/Application Form

Personal Attributes

Effective communicator – written and oral	x		Interview
Neat and professional appearance	x		Interview
Competence to work to Regulatory Body Standards & Company Policies	x		Interview
Professional approach to parents	x		Interview
Two References	x		Interview/Application Form