



Job Description: Childcare Practitioner Level 3

Main Purpose

To work as a key-person and as part of the team under the direction of the manager, to provide high quality Childcare and education for children in the Nursery. Staff will ensure a child-centred environment where children are looked after in a safe, secure, caring and stimulating way, ensuring their individual needs are met within a group setting. To assist in providing an environment which encourages the wider aspects of good child development, including health and family support.

Main Duties:

1. To assist the nursery team in providing a friendly, caring, stimulating and relaxing environment in order to encourage and develop children in our care.
2. To ensure all daily routines are adhered to.

To plan, organise and carry out planned activities, organising themes and projects, review the curriculum as a team reflective of the EYFS

3. To settle in new children and provide on-going support, under a key-person system, liaising with parents and maintaining good communications.
4. To maintain children's records and carry out observation, assessments and planning.
5. To regularly display children's work around themes
6. To assist in maintaining a safe, clean and tidy base room.
7. To keep abreast of current issues and attend training as necessary.
8. Contribute to and participate in team meetings/team activities, outside of working hours if necessary.
9. Ensure all policies and procedures are adhered to and implemented in the Nursery.
10. To respect confidentiality within the setting.
11. To communicate with parents and other visitors in a calm, friendly and efficient manner.
12. To carry out any duties as requested by your Room Leader Deputy Manager or Nursery Manager.
13. To work as an active member of the Sunrise team to promote and market the Sunrise Nursery's image, values, activities, and childcare practice.
14. To maintain high standards of accuracy, data protection and confidentiality in record keeping.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.



Person Specification for Childcare Practitioner Level 3 Apprentice

Experience:

- Recent experience of working with children in a formal or informal setting
- An understanding of the Early Years Foundation Stage (New EYFS) curriculum.

Qualifications or Training:

- Must hold a level 2 qualification in Childcare and commitment to obtaining Level 3; GCSE English and Math (C in each of them). Or equivalent functional skills.
- Must be computer literate and conversant with MS Office

Personal Qualities & Attributes:

- A willingness to work flexibly to respond to the needs of local families
- An understanding of the philosophy of Sunrise Nursery
- To work within the Sunrise's Equal Opportunity and Health & Safety Policies

Essential criteria

1. Proven experience of working in a nursery setting.
2. Sound understanding of child development, and of children's needs.
3. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities' considerations.
4. Demonstrable and detailed knowledge of current legislation relevant to the early years.
5. Ability to work with parents and families to encourage their involvement.
6. Ability to effectively market the pre-school to maximise occupancy levels and fee income.
7. Commitment to equal opportunities and an understanding of equality and diversity issues.
8. Ability to write clear readable reports.

Practical skills / Desirable criteria

1. Experience of a parent-managed or parent-engaging across all age grouping.
The ability to support children whose care and/or education is being transferred to another childcare/education setting
2. The ability to liaise and communicate effectively with parents, professionals, volunteers and students alike
3. The ability to implement the Health & Safety policy within the Nursery
4. Demonstrable experience of working effectively in a team

Terms and conditions

Hours: **40 hours per week**

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

