** Nursery Practitioners**

**Full time/ Part time/ Bank**

**Up to £25,500 - full time, fully qualified Nursery Practitioner**

**NMW for bank**

*For part time and full-time staff, we are offering a Welcome Bonus of £500\* for Level 3 and £250\* for Level 2 (\*T&C's apply).*

*(Total salary including market supplement dependent on skills, qualifications and experience)*

We are recruiting for Nursery Practitioners to join our 90 place Nursery based in Epsom.

Work Patterns Available:

* Compressed hours: 37.5 h/w over 4 days

**What we’re looking for:**

* Passion for childcare
* Confidence to speak to adults and children
* Ability to work in a team
* Relevant Childcare Qualification is desirable

**Duties:**

* Supporting children in play and learning activities
* Everyday care routines such as meal and sleep times
* Observing and record keeping of children’s development and planning to meet their individual needs
* Establishing positive relationships with parents and carers

**Benefits:**

* Free parking on-site
* 5-minute walk from Ewell East Station and great transport Links
* Free hot lunchtime meals
* Opportunity to do a Leadership and Management qualification on site.
* Discounted Starbucks, modern hair and beauty salon offering employee discounts
* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* Free online qualifications

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** | |
| **Title:** | Nursery Practitioner |
| **Department:** | Nestots |
| **Fraction:** | Part Time, Full time, Bank, |
| **Status:** | Permanent |
| **Grade:** | NMW- Support Grade 3/4 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Nursery Manager |

**Functional links with:** Nursery Trainees, Assistants and Students

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| **Job Purpose:** |
| To work as a member of the Nursery Team showing initiative and creativity. To provide a child orientated environment where the children are cared for in a safe, loving and stimulating way, and their wellbeing and development is a priority. To deliver childcare in a way that meets the parents needs and works in partnership with them. To plan, observe and implement the Early Years Foundation Stage (EYFS) to a high standard and make sure that the children’s next steps are being met and extended and their learning is exciting and appropriate. To make sure that the key person system is in place and the children’s individual needs are fully supported. To ensure that the statutory requirements of the EYFS are being met. |

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| **Main Duties and Tasks:** |
| * Create a warm loving secure environment for each and every child and maintain a stimulating and attractive learning environment for the children. * Work alongside other staff members within your room, to maintain high standards within the nursery. * Plan a programme of activities following the guidelines for the implementation of the Early Years Foundation Stage and includes the children’s interests and learning needs. * Assist with the care, maintenance and security of all toys and equipment within the Nursery. * To ensure that the Key person/buddy system is in place. * Observe each child’s progress and record their achievements, ensuring that next steps are being planned, achieved and extended to ensure the children reach their full potential. * Liaise with parents, encouraging them to participate in their child’s progress and development. * Maintain high levels of supervision at all times e.g. Play (Indoor/Outdoor) and at Mealtimes. * To produce termly reports about the children and discuss with the parents. * To produce a Learning Journey for each child and ensure this is kept up to date. * Attend regular staff and parent meetings. * To ensure that the Safeguarding of Children is paramount at all times. * To be aware of and maintain Health and Safety standards within the Nursery. * Ensure the Equal Opportunities policy is adhered to at all times. * Be familiar with all Emergency and Security procedures e.g. Fire Drill, Collections. * To carry out supervision with the staff within your room. |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. |

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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nestots Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children in the nursery and students within the within NEL. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ and nursery policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint   |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | * You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HR Administrator Date: April 24  UPDATED BY: Date: |
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| **Person Specification – Nursery Practitioner** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** |  |  | Previous experience of childcare in a nursery setting with age groups 3 months to 5 years.  Knowledge of The Early Years Foundation Stage | A  A/I |
| **Skills and Abilities** | Ability to provide responsive and consistent care.  Ability to complete assessments with staff  Ability to work as a reliable member of the team.  Understanding of the Health & Safety issues of working with young children. | I/T  A/I/T  I  I |  |  |

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| **Qualifications** | GCSE Maths and English | | |  | NVQ Level 3 OR 2 qualification in Early Years or equivalent | | A |
| **Personal Qualities** | Ability to communicate effectively and build positive relationships with young children and their parents and staff within the room and the nursery.  Able to come up with suggestions and new ideas on improving the service you provide to the children and their parents within the room  Able to organise your time effectively to manage all the tasks allocated to you  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | I/T  I  I  A/I  A/I  A/I  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |

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