



## **Flo's Nature Nursery**

### **Early Years Practitioner – Level 3 or above**

**Role type:** Fixed term 1 year contract

**Hours:** Monday - Friday 9am-2pm

**Salary:** £18050 FTE pro rata over 50 weeks/year

**Qualifications:** Must have Level 3 qualification or above in Early Years.

**Closing Date:** 17th December 2020; **Interviews:** week 21st/22nd December

**Start date:** 4th January or as soon as possible thereafter

**For a visit or informal chat call :** Tanja Fletcher – Nursery Manager

**Telephone:** 01865 587612, email: [nursery@flosoxford.org.uk](mailto:nursery@flosoxford.org.uk)

### **JOB DESCRIPTION**

**Job title:** Early Years Practitioner - Keyperson

**Responsible to:** Manager / Deputy Manager

**Purpose of the job:** To provide safe, high quality education and care for nursery children with an emphasis on play and learning outdoors; to be a keyperson to a group of children; to contribute to and implement nursery policies.

### **Main duties:**

- to take responsibility for promoting and safeguarding the welfare of children
- To provide high quality of teaching and offer appropriate stimulation and support to the children.
- To be a keyperson to a group of children
- to foster children's growth, self esteem and independence
- to create an environment where children are able to explore and take reasonable risks
- To observe children, assess their development and use this information to inform planning
- To help draw up a programme of nursery activities and events.
- To use systems of observation and record keeping so that children's progress is effectively and regularly assessed and supported
- To have a good understanding of children's developmental requirements
- To promote positive behaviour and support children's PSE development



- to support children who have Special Educational Needs or Disabilities
- To complete records as necessary, e.g. daily attendance register, accident and incident book.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement in the nursery.
- To ensure the nursery is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times
- To assist in the preparation and cleaning up of activities
- To advise the Manager or Deputy of any concerns, accidents/incidents
- To attend in-service training and meetings as required.

**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

## PERSON SPECIFICATION

### Essential Criteria

- A love of nature and working with children outdoors in all weathers!
- Enthusiasm
- Ability to take the initiative
- Experience of working in an Early Years setting
- A level 3 or above relevant Early Years qualification
- Sound understanding of child development and of children's needs
- Sound knowledge of the EYFS and CoEL
- Ability to plan and implement a stimulating Early Years curriculum, indoors and outdoors
- Ability to engage parents and encourage their involvement
- Ability to work in a small team
- Ability to reflect on own practice
- Commitment to equal opportunities and understanding of religious and cultural diversity
- Ability to monitor children's progress and write regular observations and assessments
- Good knowledge of IT
- Good physical and mental health



- Honesty, reliability and sense of humour

### **Desirable Criteria**

- Forest School or similar outdoor learning experience
- Experience of working with 2 year old children
- Current Paediatric First Aid Certificate
- Experience of working with children with SEND
- Musical ability or other special skills to share with children
- A creative mind