

## **JOB DESCRIPTION**

**Job title:** Senior Nursery Practitioner/ Nursery Deputy manager

**Responsible to:** Manager and Chair of Trustees

**Responsible for:** Nursery staff

**Purpose of the job:** To provide safe, high quality education and care for nursery children with an emphasis on outdoor learning; to fulfil legal and statutory requirements; to supervise staff on a day to day basis; to contribute to and implement nursery policies.

This would suit people who love working with children and enjoy working outdoors in any weather!

**Role type:** Permanent, full time 38 hrs/week

**Salary:** c. £23,256 full time equivalent depending on qualifications and experience

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

**Closing Date:** 20th June 2021; **Interviews:** week commencing 21st June 2021 (times tbc.)

**For a visit or informal chat call :** Tanja Fletcher – Nursery Manager, **Telephone:** 01865 587612 email: [nursery@flosoxford.org.uk](mailto:nursery@flosoxford.org.uk)

### **Main duties:**

Working within the Management Team to deliver high quality childcare throughout the nursery and:

- assume responsibilities for the daily operation of the nursery in the absence of the Manager
- be a member of a multi-disciplinary team, communicating and working together to create an environment in which children's development is fostered and in which good relationships grow
- take responsibility for promoting and safeguarding the welfare of children
- assist in providing a high quality of teaching and offer appropriate stimulation and support to all children including those with special educational needs and those for whom English is an additional language
- plan, create and implement nursery activities and events suitable for all children
- be responsible for implementing systems of observation and record keeping so that children's progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- ensure records are properly maintained, e.g. daily attendance register, accident and incident records
- supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff review meetings and to identify in-service training needs
- develop partnerships with families and liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information

about children's progress and encouraging parents' involvement in their children's learning

- 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
- ensure that all legal and statutory requirements are implemented; to provide reports as required.
- adhere to the nursery policies and procedures
- promote positive behaviour throughout the setting
- assist in the preparation and cleaning up of activities
- advise the manager of any concerns, accidents/incidents
- attend in-service training and meetings as required
- carry out any other tasks which may reasonably be required as part of this post

## **PERSON SPECIFICATION**

### **Essential Criteria:**

- A deep professional interest and joy in working with children
- A love of nature and working with children outdoors in all weather
- Plenty of enthusiasm and energy
- Ability to take the initiative
- Ability to work in a small team
- good communication skills
- good IT skills
- Experience of working in an Early Years setting
- A level 3 or above 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, outdoors and indoors
- Ability to engage parents and support their involvement in children's learning
- Commitment to Equal Opportunities and understanding of religious and cultural diversity
- Ability to monitor children's progress and write regular reports
- Good physical and mental health
- honesty, reliability and a sense of humour

### **Desirable Criteria:**

- Forest School or similar outdoor learning experience
- Up-to-date SENCO training and experience working with children with additional needs
- Current Paediatric First Aid Certificate
- Level 4 qualification or above