



# Sherrardswood School

## Job Description and Person Specification

Nursery Practitioner

### Job Description

The school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<p><b>Post title:</b></p> <p><b>Remuneration:</b></p> <p><b>Hours:</b></p> <p><b>Responsible to:</b></p>	<p>Nursery Practitioner</p> <p>Commensurate with experience</p> <p>8.30-5.00pm</p> <p>Head of Prep School</p>
<p><b>Main Responsibilities:</b></p>	<p>To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage working with students aged 2-4. This is a physically demanding job which requires an adequate level of mobility and fitness, which will include;</p> <ul style="list-style-type: none"> <li>• To provide a wide variety of activities for the children that is suitable to their individual stages of development.</li> <li>• To ensure that child records, on Tapestry are kept up to date.</li> <li>• To build up relationships with the parents in order to build communication between home and pre-school for the child.</li> <li>• To ensure the provision of high quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.</li> <li>• To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the nursery.</li> <li>• To undertake certain domestic jobs within the pre-school, e.g. cleaning of equipment etc. and the cleaning of rooms. Ensuring the pre-school is kept clean and tidy.</li> <li>• Also to keep up to date with the Health and Safety at work Act.</li> <li>• To record accidents/incidents on the correct forms.</li> <li>• To always ensure that someone known and agreed by the pre-school and parent, collects the child.</li> <li>• To accompany small groups of children on regular local outings.</li> <li>• To assist in the provision of support and guidance to students on placement.</li> </ul>

	<ul style="list-style-type: none"> <li>• To attend staff meetings, termly parents evenings, and occasional social functions.</li> <li>• To assist with serving the children’s lunches.</li> <li>• You will be required to participate in staff training and annual assessments of progress.</li> <li>• To ensure that all policies/procedures and risk assessments are read and understood.</li> <li>• To respect the confidentiality of all information received.</li> <li>• To carry out any other duties requested by Head of Prep.</li> <li>• To be aware of the high profile of the Pre-School and to uphold its standards at all times both within work hours and outside.</li> <li>• To be happy and approachable.</li> </ul>
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## Person Specification

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	Essential	Desirable	Method of Assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Excellent literacy and numeracy skills.</li> <li>• A teaching assistant qualification or the equivalent gained through experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications with regard to child protection and/or SEN.</li> </ul>	Application Form  Production of the Applicant’s certificates  Interview
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working with children aged 2+, preferably within an educational context.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of working in education.</li> <li>• Experience of working with children with special educational needs.</li> </ul>	Application Form  Production of the Applicant’s certificates  Interview  Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• An ability to communicate effectively both verbally and in writing.</li> <li>• An ability to devise and implement a range of strategies to support</li> </ul>		Application Form  Production of the Applicant’s certificates  Interview

	<p>learning and enjoyment of learning.</p> <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills.</li> </ul>		Professional references
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of various special educational needs.</li> </ul>		Application Form Interview
<b>Personal Competencies and Qualities:</b>	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for working with children.</li> <li>• A commitment to overcoming barriers to learning.</li> <li>• An ability to inspire confidence.</li> <li>• A positive attitude.</li> <li>• An ability to strike a good professional rapport with children, staff and parents.</li> <li>• Being a positive role model.</li> <li>• To be flexible to the needs of the students.</li> </ul>		Application Form Interview