

Poppins Nursery & Childcare Practitioner

Qualifications and Training

Essential

- Early Years or Primary Years training – min NVQ Level 3
- Good level of numeracy, literacy, and IT skills
- Clear DBS or wiliness to undertake
- Paediatric First Aid certificate or willingness to undertake
- Food Hygiene certificate
- Good knowledge of Ofsted requirements & Early Years Curriculum
- Good knowledge of Safeguarding

Skills/experience required for this post

- Experience in an Ofsted registered nursery and/or after school service
- Experience of Keyworking
- Good knowledge of current Ofsted guidelines
- Good knowledge of child development and children's needs
- Experience of planning and assessing play and learning opportunities to stimulate children's development and learning in line with the EYFS curriculum and Ofsted educational guidelines.
- Experience of classroom and behaviour management and best practice
- Good understanding of Safeguarding
- Good communication skills with children, parents and team members
- Ability to be an effective team worker and support other staff
- Willingness to learn from feedback, supervision and training
- Ability to make decisions, take initiative and respond to emergencies
- Ability to build and maintain positive relationships with children and parents
- Excellent presentation skills and ability to be a positive role model
- Respectful and sympathetic to local community needs
- Strong commitment to equal opportunities and understanding of religious and cultural diversity
- Ability to use initiative and work creatively with children

Working conditions

- Following directives from the nursery & childcare Manager and Deputy Manager
- Implementing Ofsted best practice requirement
- Understanding and complying with the organisational practices and procedure
- Managing and supervising children's development
- Working directly with children 2-5 years in a classroom setting
- Working with children with special needs, their parents and other agencies
- Mentoring and supporting the development of other team members
- Attending staff meetings, case conferences and training sessions as required
- Risk assessing activities and monitoring children, staff and visitors' health and safety
- Maintaining a high level of confidentiality and not discussing service users outside the setting
- Undertaking childcare admin in office an setting using a computer as required
- Completing reports as required and ensuring all personal files and data is stored securely
- Undertaking any other duties assigned by the Nursery Manager or Head of Centre

The Carroll Centre – Nursery & Childcare Practitioner

Work Location: The Carroll Centre

Address: Somers Close, Stanmore, Winchester, Hampshire SO22 4EJ

Contract: Term Time: 14-21 hrs per week in Early Years Nursery setting.
School Holiday: option for working additional hours in school holiday playscheme.

Hours: Between 08.30-17.00 Monday-Friday (set days and hours to be agreed)

Salary: £12-14

We also offer a 50% discount on staff nursery places and staff have access to our pension scheme

Key responsibilities: -

1. Leading classroom activities in accordance with directives from the Manager and Head of Centre in compliance with agreed policies and procedures and Ofsted Guidelines.
2. Overseeing aspects of classroom practice and deputising for manager as required
3. Helping ensure that children are working in line with the Early Years Foundation Stage Curriculum
4. Maintaining a relaxed and happy environment, by providing a choice of activities suitable for children's age and stage of development
5. Undertaking and recording observation and helping to ensure that children's attainment, progress and attendance can be effectively and regularly monitored and assessed
6. Helping to ensure that all staff receive a daily briefing, understand their responsibilities, deliver appropriate activities, support and supervise children in their care, complete daily tasks/recordings and comply with best practice guidelines
7. Being responsible for maintaining a healthy and safe environment and ensuring children feel happy, protected, safe and secure
8. Helping to ensuring that sessions offer high quality learning and recreation opportunities for children
9. Ensuring that all childcare environments are safe for children, staff and visitors, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times
10. Helping to manage other staff and undertaking Key Worker roles and duties
11. Meeting with parents/carers to discuss children's progress on a regular basis
12. Supervising daily practice of other staff and ensure that set-up and set-down guidelines are followed
13. Reviewing the appropriateness of resources, interactions and routines in supporting children's learning needs and feeding back to the manager
14. Being a positive role model for children and parents / carers & all staff
15. Leading on/ be prepared to undertake training to lead on the SENCO/INCO duties
16. Helping to ensure all childcare staff and volunteers follow the centre's policies and procedures and maintain high quality, appropriate practice.
17. Ensuring that all records (i.e., register, safe collection procedures, incidents, accidents) are maintained
18. Reporting all maintenance and health and safety problems to the nursery manager
19. Working in partnership with schools, children's services, and professionals to promote good practice
20. Working towards attaining an Outstanding Ofsted rating
21. Undertaking any other duties assigned by childcare managers or the Head of Centre