

JOB DESCRIPTION

JOB TITLE:	Temporary Part time Childcare practitioner – based at New Era Nursery Sion Church, Burnley
RESPONSIBLE TO:	Manager
JOB PURPOSE:	To contribute to providing an educational and caring environment for children. To be supervised by the manager and work together with other staff and volunteers.

Main duties and responsibilities:

1. Develop professional relationships with the parents and carers of children who attend New Era Nursery.
2. Supporting and encouraging the take up of places by new children.
3. An understanding of child development / EYFS, and the ability to plan appropriate activities to meet the needs of children.
4. Ensuring the delivery of activities in line with the EYFS in a safe and caring environment.
5. Working in partnership with parents / organisations / named carers to support children's next steps.
6. To ensure the environment and resources are kept clean, safe and tidy.
7. Carrying out day to day administrative task e.g. meeting and greeting reception, answering the telephone and emails, using the internet, note-taking, record keeping, filing, producing documents and leaflets. Administrative duties may involve using the computer – using Microsoft Word, Excel, Access and Publisher.
8. Attending staff meetings and training as appropriate.
9. Carrying out all responsibilities and activities within an equal opportunities framework.
10. Working within agreed deadlines.
11. Undertaking any other duties as requested by the New Era Nursery Management Team.

Person Specification

Essential Criteria

1. Experience of working in an Early Years Setting 2– 5yrs.
2. Effective communication skills both verbal and written.
3. Relevant Level 2 or Level 3 Qualifications in Early Years.
4. Sound understanding of child development and of children's needs and the EYFS.
5. Ability to relate to and engage constructively and positively with children.
6. Ability to plan and implement the Early Years Foundation Stage.
7. Ability to work with parents and encourage their involvement.
8. Ability to work as a member of a team.
9. Commitment to equal opportunities and understanding of religious and cultural diversity and safeguarding.
10. Ability to evidence and record children's development and complete relevant reports to a professional standard.
11. Health clearance for the role.

Desirable

1. Knowledge and understanding of additional needs
2. English and Maths at min. GCSE Grade C / functional skills Level 2
3. Understanding of the CAF
4. Experience of administrative tasks.
5. Computer literacy