



The Post	
Job Title:	Early Years Educator Level 3
Reference:	
Reports to:	Nursery Manager
Responsible for:	<p>We are looking for a friendly and patient person to join our Outstanding Team.</p> <ul style="list-style-type: none"> • To deliver a high standard of learning, development and care for children aged 0-5 years. • To ensure that the Nursery is a safe environment for children, staff and others. To developing partnerships with parents/carers to increase involvement in their child's development. • To be responsible for any tasks delegated by the Deputy Nursery Manager/Nursery Manager

Main Purpose of the Role

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the Nursery meets Ofsted requirements at all times.
- To understand and work to Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the Nursery aims and objectives.

Main Duties

The post-holder will be responsible for:

- Supporting and liaising with the Manager, Deputy and Room lead on a daily basis.
- Maintaining security.
- Working within the required standard, ratios and conditions of registration.
- Adhering to The John Wallis Nursery Policies and Procedures and complying with the Children's Acts of 1989 and 2004.
- Possessing a thorough knowledge of Ofsted/Early Years Foundation Stage, day care standards and effectively implementing these requirements.
- Supporting and monitoring EYFS statutory framework (England), to ensure each child develops within a stimulating environment.
- Ensuring the nursery offers an environment which reflects the cultural diversity of all children.
- Completing children's developmental and observation records.
- Adhering to The John Wallis Nursery and Academy Safeguarding reporting procedures.
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- To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the nursery and to uphold its standards at all times.
- Support the Manager, Deputy Manager in organising and attending events that publicise the nursery; these may include fundraising charity events and open weekends.
- Supporting the Manager, Deputy Manager in developing and maintaining links within the local community to create a positive nursery profile.
- Supporting the Manager, Deputy Manager in creating and maintaining successful and professional partnerships with parents/carers.
- Ensuring close supervision of children during all meal times and adhering to the allergy and dietary requirements of all children within the nursery.
- Following The John Wallis Nursery procedures for the positive management of children's behaviour.
- To assist with meeting the personal and emotional needs of individual children.
- To provide adult interaction with children in the nursery.
- To be aware of the nurseries confidentiality policy
- Support all staff and engage in a good staff team.
- To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents evenings.
- Look upon the nursery as a "whole" where can you help be most utilised, be constantly aware of the needs of children.
- To be flexible in hours and duties in order to meet the needs and requirements of the nursery.
- To keep abreast of new childcare legislation and practices
- Any other duties appropriate to the post as directed by senior management.

Personal Qualities and Attributes:

- To contribute and be part of the ethos of The John Wallis Academy and be positive towards the Academy's goals. This position holder must enjoy completing their work in a professional and positive manner, relish solving problems, and take pride in helping people.
- To communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents.
- To enjoy helping others and be able to cope with work pressure points, disruptions and things going wrong in a professional, calm and measured manner.
- To be highly motivated and to have a flexible approach towards work and working hours.
- A good level of spoken English and the ability to communicate well with both adults and children.
- Patience and understanding
- Good time keeping and reliability.

Health and Safety:

- Complying with health and safety legislation.
- Notifying Designated Officer of any safeguarding concerns
- Remaining aware and observant of all health and safety issues in the Nursery and where possible reducing the risk of any accident, even in the absence of a risk assessment.
- Maintaining the highest standards of cleanliness/tidiness within the Nursery.
- Carrying out health and safety checks as outlined within The John Wallis Nursery policies and procedures.
- To be aware of all emergency and fire evacuation procedures.



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- Adhering to health and safety procedures, including the carrying out of risk assessments.
- Monitoring the outcome of risk assessments and fully implementing the specified controls.
- Monitoring the Completion of accident and incident records effectively.
- Ensuring The John Wallis Nursery medicine procedures are adhered to.
- Maintaining allergy management systems in line with The John Wallis Nursery policy.



Person Specification			
Qualifications and Training	Essential	Desirable	Method of assessment
Minimum of Level 3 Diploma for Early Learning and Childcare or equivalent	x		Application Form/Interview
Current First Aid Certificate	x		Application Form/Interview
Appropriate safeguarding training	X		Application Form/Interview
Food Hygiene Certificate	x		Application Form/Interview
Experience and Knowledge	Essential	Desirable	
Experience of working with 0- to 4-year-olds within a Nursery setting for a minimum of 2 years		x	Application Form/Interview
Possessing a thorough knowledge of Ofsted/Early Years Foundation Stage day care standards and effectively implementing these requirements		x	Application Form/Interview
Experience of working in a supervisory or management capacity			Application Form/Interview
Experience of Nursery administration including preparing policies and procedures			Application Form/Interview
Experience of working with children and young people and having a proven positive impact on raising attainment		x	Application Form/Interview
Knowledge and previous experience of SEND duties and of improving SEND outcomes within a Nursery or School environment		x	Application Form/Interview
Supporting and monitoring EYFS statutory framework (England), to ensure each child develops within a stimulating environment		x	Application Form/Interview
Skills and Attributes	Essential	Desirable	
Working within the required standard, ratios and conditions of registration	x		Application Form/Interview
Delivering equal opportunities in a play setting, provide and facilitate safe and creative education	x		Application Form/Interview
Demonstrable ability to communicate effectively in both oral and written form	X		Application Form/Interview
Creative and innovative	x		Application Form/Interview
willing and enthusiastic in undertaking continuing professional development	x		Application Form/Interview
Data and IT literate with good IT skills to use IT based resources to support pupils and parents		x	Application Form/Interview
Good influencing skills to encourage pupils to interact with others and be socially responsible	x		Application Form/Interview
Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload		x	Application Form/Interview
Experience of invoicing			Application Form/Interview



Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents, awareness of needs of children and families	x		Application Form/Interview
Ability to work as a team member	x		Application Form/Interview
Ability to work on own initiative, using judgement and common sense	x		
Qualities	Essential	Desirable	
Able to confidently liaise with senior colleagues including in formal settings	x		Application Form/Interview
Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures	x		Application Form/Interview
Personal and professional authority and resilience	x		Application Form/Interview
Empathetic, tactful and diplomatic	X		Application Form/Interview
Solution focused, working collaboratively and collegially with colleagues and stakeholders		x	Application Form/Interview
Excellent inter-personal skills	x		Application Form/Interview