

PRINCIPAL: MR JOHN McPARLAND BD PGCE MA NPQH

**EARLY YEARS EDUCATOR**

**Full Time - Term Time Only (37.5 Hours per Week)**

**JOB DESCRIPTION**

**Post:** Early Years Educator

**Responsible to:** Nursery Manager

**Job Purpose:**

You will be expected as part of the school community to raise overall achievement at The John Wallis Nursery. The duties outlined in this job description are in addition to those covered by the latest ‘School Teachers’ Pay and Conditions Document’. It will be reviewed with you to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility. In particular you will assist the Heads of School in attaining the following:

* Supporting and liaising with the Manager, Deputy 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.
* Supporting the Manager, Deputy Manager in organising and attending a minimum of two parents/carers’ evenings per year.
* 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.
* Any other duties appropriate to the post as directed by senior management.

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

* To contribute and be part of the ethos of The Academy and be positive towards the Academy’s goals. This position 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 be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students.
* 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.
* To be educated to a minimum of Level 2, and ideally educated to Level 3 Diploma for Early Learning and Childcare or equivalent.
* To have experience working with children and young people and having a proven positive impact on raising attainment.
* To be willing and enthusiastic in undertaking continuing professional development.

**Health and Safety**

* Complying with health and safety legislation
* 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
* Adhering to health and safety procedures including the carrying out of risk assessments
* Being aware of the outcome of risk assessments and fully implementing the specified controls
* Completing 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.

