

Archfield House Nursery School



JOB DESCRIPTION : Nursery Practitioner

PURPOSE OF ROLE:

To provide a high standard of care for all nursery children in a stimulating environment which aims to provide Equal Opportunities ensuring that all legal, safety and individual requirements are met.

KEY RESPONSIBILITIES

- **To ensure the children are cared for in a happy, safe and stimulating environment**
- **To have a sound understanding of children's developmental requirements**
- **To assist with planning, preparing and reviewing activities to meet the needs of all children ensuring that all activities are non-sexist, multicultural and have a positive approach to disabilities.**
- **To deal with children's hygiene and toilet needs, changing nappies, washing children and changing clothes where necessary**
- **To assist in preparing refreshments, supervising lunches and clearing away afterwards.**
- **To organise play facilities, set out attractively and supervise appropriate stimulating activities**
- **To assist in the preparation and cleaning up of activities**
- **To participate in observing and recording children's progress in order to maintain written records**
- **To liaise with parents and carers, act as key worker to a small group of children, ensuring each child's needs are met**
- **To encourage positive behaviour by presenting yourself as a good role model**
- **To advise the supervisor of any concerns, accidents/incidents**
- **To adhere to the group's policies and procedures**
- **To attend meetings and appropriate training courses**
- **To ensure confidentiality at all times and referring any concerns to the Nursery Head.**
- **To attend staff meetings, In-service training days and supervision meetings as required.**
- **To perform any other duties as reasonably requested by the Nursery Head.**