



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MIPA
admin@roundandroundthegardens.co.uk

Job Description – Nursery Practitioner

(This job description is non-contractual. This means that should the needs of the provision change in the future, the owner/manager may require reasonable variations consistent with the job title. Such changes will only be made after reasonable consultation with you)

Purpose of the Job:

Within the ethos, beliefs and values of the provision provide visionary, purposeful, quality care and learning experiences for all children in a safe, appropriately stimulating, child-centred environment, promoting equal opportunities and inclusion, celebrating and embracing diversity.
To report to the owner/manager as required.

Main Activities, Roles, Responsibilities & Requirements:

- Promote equal opportunities for all children, parents/carers, staff and visitors
- Provide quality care for all nursery users
- Maintain good relationship with parents; working in partnership at all times
- Participate in planning and implementing appropriate programmes of learning (i.e. Early Years Foundation Stage) and activities through play-based scenarios
- Maintain high standards of health and safety, reporting any concerns or issues to the manager/owner immediately
- To maintain children's records appropriately and within the guidelines of The Early Years Foundation Stage.
- To monitor, assess and evaluate children's development and progress and use this to inform planning
- To alert the SENCo, manager/owner of any concerns you have with regard to any child's progress/development
- To be mindful with regard to child protection issues
- To ensure that time keeping is good
- To ensure that management are kept informed of illness/absence from the provision
- To provide continuity and warmth for the children
- To provide a happy, fun environment
- To work required overtime i.e. parents' evenings, Christmas concerts etc (with reasonable prior notice given)
- To help in the preparation of snacks and meals for the children and be involved in promoting healthy eating throughout the setting.
- To attend staff and team meetings (with reasonable prior notice given)



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MIPA
admin@roundandroundthegardens.co.uk

- To hold informal meetings with parents as required to discuss the progress of their child formally or informally
- To be able to listen and take on board concerns/issues that parents may have and deal with them appropriately or refer to the manger
- To be flexible to meet the needs of the provision, adopting a calm, adaptable disposition
- To display a genuine enjoyment of the company of children
- To hold a relevant child care qualification with appropriate experience or be willing to train to gain an appropriate child care qualification
- To understand the need to attend workshops or training, in-house or otherwise to maintain professional standards and best working practice
- To be an excellent role model for children and other members of the Round and Round the Gardens Team
- To appraise oneself of the policies/procedures etc contained within the Operational/Policies & Procedures file and to follow them to your full potential.
- To be mindful of Ofsted's National Standards for Day Care as well as the 5 outcomes under The Every Child Matters framework.
- To report all concerns or complaints to the owner/manager
- To maintain an appropriate level of confidentiality with regard to all
- To work as part of a team, be a confident communicator and have good use of own initiative in this role.
- To take direction from your team leader and other members of the senior team.
- Must have a positive attitude towards outdoor play and willing to part take in outdoor play in all weathers, bringing appropriate clothing to enable them to do so.
- To have a sense of humour!