



Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Main duties and responsibilities

- To work under the guidance of the Manager/Deputy/Third in charge/Fourth in Charge/Class teacher/Team leader/Second to Class Teacher/Team leader.
- Responsible for the safeguarding of children.
- Be articulate.
- Have an in-depth understanding of the EYFS.
- Have strong observation, planning and assessment skills, ensuring the quality of learning is sustained.
- Have good time management skills as you will be required to manage your key children's journals and meet all set deadlines for required paperwork.
- Be enthusiastic and confident in your ability to engage children and extend their learning through play, enabling their emotional, social and educational development.
- Have knowledge of Ofsted requirements in relation to the curriculum, special educational needs, child protection and Health and Safety of the children in your care.
- Ensure that company policies and procedures are adhered to.
- Have a sound work history and be able to manage your own workload and meet set targets.
- To work closely in partnership with other nursery practitioners.
- To be actively involved in the planning, preparation and evaluation of the EYFS curriculum. To supervise and lead activities. Plan for key children from observations, next steps, wow moments and parental input. Support all children to develop their full potential.
- To be proactive in engaging and encouraging parent's involvement in their children's development in nursery and at home.
- To work closely with all staff at Clowns in maintenance of the nursery building, respecting the equipment and risk-assessing throughout the day.
- Showing the children how to care for and beware of the equipment and surrounding areas within the nursery.
- Always follow Healthy and Safety procedures to keep everyone safe.
- Attend workshops for professional development. Attend monthly staff meetings, parents evening and Nursery events.
- To be involved in any other duties, which may from time to time be required within the general level of responsibility of the post.
- To complete Learning Journals to a high standard.
- To care for all the required pastoral needs of the children.
- To follow strict guidance on children's dietary needs.
- To always understand and adhere to the policies and procedures.

Person Specification

- Committed to the safeguarding of children
- Enthusiastic and energetic
- Uses initiative

- Adaptable and offer flexibility
- Charismatic
- Commitment to continued professional development
- Evaluate own practice critically
- Confident and creative planner
- Be approachable, caring and have a passion for working with children
- Be a reliable member of the team
- Be organised, conscientious and honest
- Be an excellent and effective communicator with children, staff and parents and professionals
- To be effective in all written communication (written observations, reports, Two Year Progress Checks, learning Journals)
- To demonstrate initiative in planning for key group and all children
- To enjoy working with young children, providing stimulating activities to further their learning
- To undertake all Ofsted required training set by the nursery (Prevent Training, Paediatric First Aid, Online Safety, Safeguarding)
- Must be looking for a long-term position.

Statutory Requirements

- A completed application form.
- Comply with the Early Years Foundation Stage Statutory Framework (EYFS).
- A clear enhanced DBS certificate on the update service.
- Evidence of qualifications (at least NVQ3).
- Two satisfactory and relevant references.

This job description should be seen as enabling rather than restrictive and will be subject to regular review. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Candidates should ensure that they address all the above criteria in their application form, referring, where appropriate to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection policy at all times.

If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the manager. The post holder must possess an enhanced DBS check.