

Job Description

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

Summary of the role:	<p>Nursery Key Worker</p> <p>To work as a member of the nursery team to ensure that all children attending the setting receive the highest quality of care possible and in doing so are happy. Additionally to make sure that all the children are kept safe and enjoy a rich, stimulating play experiences which meet their individual needs.</p>
Line management responsibility to:	The Deputy Head of Nursery
Safeguarding	<ul style="list-style-type: none">• Members of staff will unreservedly promote and safeguard the welfare of children and young persons for who they are responsible and with whom they come into contact.• Ensure that children are kept safe and that staff understand and follow the Child Protection Procedures.• To be particularly mindful of the demands on the Whistle Blowing, Acceptable Use and Intimate Care Policies.
Child care and Education	<ul style="list-style-type: none">• Be a key person to a small group of children and build excellent relationships with them.• Ensure a high standard of physical, emotional, social and intellectual care and education.• Work very closely in partnership with parents/carers and other family members. Exceptional customer care is an expectation of Bertie's.• Support children settling in and establishing their routine.• Help children form secure emotional attachments.• Scaffolding play, promoting children's curiosity and explorative nature.• Provide excellent standards of care in order that all the children as far as possible are very happy.• Demonstrate good practice with regard to special needs and inclusion.• Ensure, with the cook, that the children eat plenty of healthy nutritious food.• Develop and maintain highly professional working relationships with The Downs Preparatory School and other agencies.
Planning and assessment	<ul style="list-style-type: none">• Contribute to the planning, development, monitoring and evaluation processes and requirements as requested by the Nursery Head and Deputy.• Plan and support children appropriately for the EYFS to ensure rich, diverse, indoor and outdoor play experiences are offered.• Observe children's learning, gathering evidence and making reports on their learning and progress using our online computer

	<p>system.</p> <ul style="list-style-type: none"> • Maintain accurate and effective children’s records. Most will be electronic.
Compliance; Health and Safety	<ul style="list-style-type: none"> • Undertake a shared responsibility for health, safety and cleanliness throughout the nursery. • Ensure, with regard to the Intimate Care Policy, the general cleanliness of the children at all times • Adhere to all Health and Safety policies and procedures. • Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children. • Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas. • Comply with the statutory framework for the EYFS and relevant legislation including the Children Act 1989 and 2004
Customer Care	<ul style="list-style-type: none"> • Excellent communication skills • Giving parents/carers feedback on their child’s day, including their likes and dislikes, toileting habits, eating habits, and nap times, either verbally or using the computer software at Bertie’s. • Actively promote the nursery to current parents and potential customers. • Develop constructive relations with parents. Provide random Acts of Kindness to current and prospective parents. • Understand the nursery market and be carry an awareness of the awareness of competitors. • ‘Be more kind than necessary’ – JM Barrie
Personal Development	<ul style="list-style-type: none"> • Keep up to date with the latest developments in excellent child care. • Be active in professional development. • Actively take part in regular appraisals to establish targets for development.
Staff	<ul style="list-style-type: none"> • Work to enhance the effectiveness of the staff team. • Support and mentor students. • Undertake other duties as reasonably requested by line management.
General	<ul style="list-style-type: none"> • Attend Staff Meetings. • Attend Inset Training often at The Downs Preparatory School. • Attend and be involved with out of working hours activities, e.g. training, planning/staff meetings, Christmas party, etc.

You may also be required to undertake such other comparable duties as the Head or Deputy Head of the Nursery requires from time to time.

Person Specification

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

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • A relevant qualification in Early Years education and Childcare, preferably at level 3 but level 2 will be considered. 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • A graduate degree in a subject that can be used constructively in teaching and learning. • A Paediatric First Aid qualification. • Any sports coaching qualifications. • Mini driving test. 	Production of the Applicant's certificates
Experience:	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <ul style="list-style-type: none"> • Experience of working with children aged 6 months to 4 years. • An ability to provide a high quality, integrated early education and childcare service which complies with the EYFS. • Experience of planning activities in a childcare setting. • Experience of working in partnership with parents and carers. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i></p> <ul style="list-style-type: none"> • Knowledge of record keeping and key person system. • Two years post qualifying experience in a day care setting. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p><i>The skills required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Ability to build a warm and positive relationship with children and their families and help to create a happy and welcoming nursery setting. • Understand the need to provide a stimulating, caring and consistent environment for young children. • Ability to form caring and trusting relationships with children and families. • An understanding of children's behaviour and needs. • Ability to work as part of a professional childcare team. • To be able to understand and meet the needs of individual children and families. • Have a professional approach. • Understand and respect the confidentiality of information 	<p><i>The skills that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • The ability to use an interactive whiteboard confidently. • An enthusiasm and ability to contribute towards other aspects of the nursery setting, for example the performing arts – music, art, dance etc. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

	<p>received.</p> <ul style="list-style-type: none"> • Flexibility with regards to working hours. • Motivated and able to motivate children and staff. • Competence in dealing with challenging situations. • To be computer literate. In doing so, be able to use the nursery software for recording and reporting. • To provide excellent customer care skills that enable effective communication with the children, parents and colleagues. 		
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • A sound knowledge and understanding of Child Development and the needs of children in a childcare setting. • A sound knowledge of the EYFS. • An understanding and awareness of OFSTED requirements. • Knowledge of Safeguarding policy and procedures, including health and safety and risk assessments. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • To have a good knowledge and understanding of reporting and assessing children at nursery level using the nursery software system. • To have some knowledge of recording accidents in the workplace. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude with high personal standards in appearance, behaviour and punctuality. • Honesty, reliability and transparency. • Passion for Bertie's. • Willingness – to reflect on personal practice. • Team spirit – to work effectively within a team. • Occasional extra duties including outside of working hours activities eg team meetings, parent evenings. • Appropriate dress code, ensuring appearance is neat and tidy at all times. • To contribute to the cleanliness and tidiness of the setting. Staff must report any areas in need of 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Tolerance and patience. • A good sense of humour and a cheerful disposition. • Enthusiasm and commitment. • Perseverance and determination. • Humility • Kindness, sensitivity and caring nature. • The understanding and appreciation of superior customer care. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

	maintenance and also monitor the equipment and facilities of the nursery.		
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Marcus Gunn
September 2017