**PRECIOUS KIDS CHILD CARE LTD** 

**Job Description - Senior Nursery Practitioner**

Precious Kids Childcare Ltd working in partnership with Manchester City Council delivers quality childcare to Manchester community. At Precious Kids Childcare Ltd our aim is to lay solid early years foundation for children in our care. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment

Precious Kids Childcare Ltd is currently one of the trusted nursery providers in Manchester, though relatively new but we are currently growing by the grace of God and looking forward to expansion.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The Senior Nursery Practitioner will be directly responsible to the Nursery Manager and/or Deputy Manager in the delivery of excellent childcare in any of the nurseries.

**MAIN PURPOSE OF JOB:**

* Work with the Management team to ensure a high standard of physical, emotional, social and intellectual care for the children in the nursery.
* To provide support to other personnel within the nursery.
* To implement the daily routine in your base room.

You will also need to have good communicative relations with other colleagues, prospective parents, professional visitors, other service providers & parents of children already enrolled.

**Hours of Work**

**-** Monday to Friday, 7.00am – 6pm. Flexibility is a requirement in this post.

**Location**

– Precious Kids Day Nursery, 322 Moston Lane, Manchester, M40 9WB

**Responsible to**

- Nursery Manager/Deputy

**Line Management responsibilities**

* Team members: Room leaders, Nursery Nurse, Nursery Assistant and Trainee/ Modern Apprentices

**PRINICIPLE ACCOUNTABILITIES:**

**1) Main responsibilities**

* Clear vision of the ethos & nursery objectives, including a commitment to working with a number of other agencies
* Awareness of the daily routine & organisation of activities for the children
* Knowledge of legislation/legal changes & how they affect the nursery
* Commitment to & understanding of equality issues
* Regular monitoring: to develop measurable quality criteria for the Nursery provision and to assess the Nursery against such criteria
* Undertake certain domestic duties jobs within the Nursery, e.g. preparation of snack meals, cleansing of equipment and such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Manager
* Knowledge of health and safety issues including risk assessments.
* Commitment to Safeguarding Children and an ability to support other staff in ensuring children are kept safe.

**2) Control of resources**

**To assist Nursery Management with:**

* Time management strategies & maximising the best use of staff time / use of premises / space
* Matching children’s needs with staff skills & equipment selection

**3) Communication & Planning**

* Formulate and operate a programme of activities suitable to the age range of children in your area in conjunction with your Manager
* Help management to implement the EYFS
* Ongoing contact with parents (daily feedback) as part of our Parent partnership procedure
* Responsible for staff in your assigned room discussing any issues with the deputy Manager or Manager.

**4) Staff Support & Management**

* To work with the Nursery Management in:
* Support all staff and engage in a good staff team.
* Identification of individual skills & team relationships
* Identification of training needs
* Own personal development & training
* Attend monthly staff meetings outside working hours
* Leading by example

**5) General Administration**

* Prepare the children's records including tracking documents in your base unit
* To check daily that the premises are in good condition & that all services are functioning properly

**6) Areas of special responsibility**

* Assigned room
* Any relevant responsibilities given to you by request of the Nursery Management to improve the day care facility
* Ensure the display work is of a high standard and children’s work is displayed positively.
* To monitor and ensure Key Person is maintaining up to date records and assessments for each child.
* Ensuring appropriate stock levels of first aid materials.
* Supervise mealtimes, ensuring a high standard of hygiene and cleanliness is in operation when serving and preparing meals and snacks for the children.
* To communicate effectively and regularly with the Nursery Manager/Deputy Manager.
* To ensure that a good example is set at all times in the way that the children are spoken to and the words that are used and that the pronunciation is correct (i.e. no slang to be used at any time).
* To maintain confidentiality at all times.

**The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.**

**Person Specification**

* Qualified to at least NVQ Level 3
* Two years childcare/nursery experience
* Knowledge of key worker systems and record keeping
* Knowledge of Child Development
* Ability to communicate well with adults and children
* Ability to work on own initiative, & as part of a team
* Good organisational skills
* Enjoyment of children
* Enthusiasm & a good sense of humour
* Understanding of Equal Opportunities, Health and Safety, Safeguarding Children
* An understanding of the needs & expectations of working parents

This post requires a DBS check as there may be periods of unsupervised access to children. A DBS and satisfactory references would be obtained prior to commencement of employment