

Job Description: Nursery Practitioner

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Location: Miss B's Nursery, Pavilion Road, Worthing, BN14 7EF

Age Range: 3 months – 5 years

Responsible to: Nursery Manager: Kayleigh Botha

About Miss B's Nursery

At Miss B's Nursery, we are committed to creating a warm, inclusive, safe, and inspiring environment where every child can thrive. We provide high-quality early years education and care for children aged 3 months to 5 years, in line with the requirements of the Early Years Foundation Stage (EYFS).

We are looking for a passionate, caring, and enthusiastic Nursery Practitioner who can confidently support children across all age groups within the nursery. IN addition to supporting their colleagues, to ensure the smooth running of the nursery for both children and staff.

Purpose of the post

- Ensure all children are safeguarded, and their welfare and safety are promoted; safeguarding is at the heart of what we do at Miss B's Nursery.
- Provide a high standard of physical, emotional, social and intellectual care for all children in the nursery
- Give support to other team members throughout the nursery
- Work as part of a team to provide an enabling environment in which all individual children can play, learn and develop.
- To deliver high-quality care in accordance with the values, standards, and practices at Miss B's Nursery. Allowing for learning and development opportunities for children aged 3 months to 5 years in accordance with the EYFS statutory framework, safeguarding requirements, and nursery policies and procedures.

The successful candidate will support children's emotional well-being, physical development, communication skills, independence, and early learning through engaging and nurturing interactions.

Key Responsibilities:

Childcare and Education

- Provide a safe, caring, stimulating, and inclusive environment for all children.
 - Deliver a programme of activities that meet the individual needs and interests of children in your area, in conjunction with other team members. This will be known as 'Targeted Time', where staff will deliver 1:1 or small group focused learning.
 - Support children's learning and development in line with the EYFS.
 - Plan and deliver age-appropriate activities for babies, toddlers, and preschool children.
 - Build warm, professional, and nurturing relationships with children.
 - Staff must ensure that mealtimes are calm, positive, and sociable experiences, where good table manners and healthy eating habits are consistently role modelled whilst eating alongside the children. As staff are paid whilst eating lunch with the children, designated breaks will instead be provided during the morning and/or afternoon to support staff wellbeing throughout the day.
 - Support children's emotional well-being and promote secure attachments.
 - Encourage children's independence, confidence, communication, and social skills.
 - Adapt practice to meet the individual needs of every child, including children with SEND or additional needs.
 - Support children during routines, including meals, toileting, sleep times, hygiene, and transitions.
 - Support children with their outdoor learning and exploration, as we run as a full free-flow nursery.
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Observation, Assessment and Planning

- Staff are expected to become confident and competent in using Miss B's Nursery software systems for assessments, observations, and communication purposes.
 - Keep daily records of your key children's development and learning journeys and share these with parents, carers and other key adults in the child's life. This will include their care, dairy, and ensure one observation is taken of each child every day.
 - Observe, assess, and record children's progress accurately.
 - Contribute to learning journals and developmental records.
 - Identify next steps in learning and support children to achieve developmental milestones.
 - Work alongside colleagues to create engaging learning environments and experiences.
 - Complete 2-year checks and Miss B specific summative assessments.
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Safeguarding and Welfare

- Fully familiarise yourself with Miss B's Safeguarding and child protection policies and procedures.
 - Follow all safeguarding and child protection procedures at all times.
 - Maintain confidentiality and professionalism.
 - Promote children's health, safety, and well-being.
 - Ensure **all** nursery policies and procedures are consistently followed.
 - Report any safeguarding or welfare concerns immediately to the Designated Safeguarding Lead (DSL), Kayleigh Botha.
 - Support safe sleep procedures, bottle preparation, nappy changing, and hygiene practices appropriately for different age groups.
 - Ensure someone known and agreed by the nursery and parent collects the child, and follow Miss B's Nursery procedures in picking up children in our care.
 - Respect the confidentiality of all information received.
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Partnership with Parents and Families and

- Build positive and professional relationships with parents and carers.
 - Communicate effectively regarding children's care, learning, and development.
 - Support settling-in sessions and transitions throughout the nursery.
 - Promote a welcoming and inclusive environment for families.
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Professionalism

- Always remember you are an ambassador of Miss B's Nursery and ensure your activities outside the nursery hold the nursery in high regard.
 - Staff must not wear Miss B's Nursery uniform whilst consuming alcohol or smoking, in order to maintain the professional image and reputation of the nursery.
 - Staff are expected to uphold the reputation of Miss B's Nursery at all times and must not make negative, damaging, or unprofessional comments about the nursery, its children, families, colleagues, or practices.
 - Staff must maintain professional boundaries with parents and carers at all times and should not form personal friendships or connect with parents on social media, unless a genuine pre-existing friendship existed prior to their employment at Miss B's Nursery.
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Team Responsibilities

- Work effectively as part of a team.
 - Support colleagues across different nursery rooms when required.
 - Maintain high standards of cleanliness, organisation, and presentation throughout the nursery.
 - Be flexible within the working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snacks, meals, cleaning equipment, etc.
 - Contribute positively to the nursery ethos and wider nursery community.
 - Be involved in out-of-work hours activities, e.g. training, monthly staff meetings, parents' evenings, fundraising events, etc.
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Desirable Requirements

- Level 2 or Level 3 Early Years qualification (or equivalent relevant childcare qualification).
- Experience working with children aged 3 months to 5 years.
- Experience using online learning journals.
- Food hygiene training.
- Paediatric First Aid qualification.
- Understanding of inclusive practice and child development.
- Experience supporting children with SEND.

Essential Requirements

- Good understanding of the EYFS statutory framework.
- Knowledge of safeguarding and child protection procedures.
- Strong communication and teamwork skills.
- Caring, patient, reliable, and enthusiastic approach.
- Ability to work flexibly across different age groups and rooms within the nursery.
- Willingness to complete a Paediatric First Aid qualification
- Willingness to become competent in using nursery software, through training with Kayleigh Botha

Personal Qualities

We are looking for someone who is:

- Warm, nurturing, and approachable.
- Passionate about early years education.
- Creative and proactive.
- Calm under pressure.
- Professional and reliable.
- Motivated to provide outstanding care and learning experiences.

Safeguarding Statement

Miss B's Nursery is committed to safeguarding and promoting the welfare of children. All applicants will be required to undergo enhanced DBS checks, reference checks, and safer recruitment procedures in line with statutory guidance and Ofsted requirements.

Equal Opportunities

Miss B's Nursery is committed to equality, diversity, and inclusion. We welcome applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Declaration

It is understood and agreed that I am able to uphold and adhere to all responsibilities, expectations, and standards outlined within this job description.

I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

I understand this role is subject to an enhanced DBS check via Disclosure and Barring Service. As safeguarding is a priority; all staff must comply with nursery policies.

Applicant's Full Name

Applicant's Signature

Date / /
