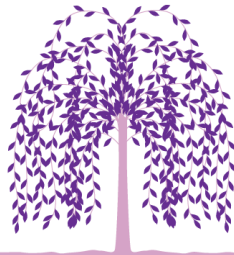


# Jubilee Day Nursery



Celebrating Childhood

Jubilee Day Nursery, Rectory Road, Padworth Common, West Berkshire, RG7 4JD.  
Telephone Nursery: 0118 970 1600 or Admin: 0118 971 3840,  
Email: [info@jubileedaynursery.co.uk](mailto:info@jubileedaynursery.co.uk) or website: [www.jubileedaynursery.co.uk](http://www.jubileedaynursery.co.uk).

# Jubilee GEMS

Jubilee Gems, School Road, Padworth, West Berkshire, RG7 4JA.  
Telephone Nursery: 0118 983 4018 or Admin: 0118 971 3840,  
Email: [info@jubileegems.co.uk](mailto:info@jubileegems.co.uk) or website: [www.jubileegems.co.uk](http://www.jubileegems.co.uk).

## Job Description

**Post:** Level 3 Childcare Practitioner  
(NVQ or equivalent)

**Reporting to:** Line manager: \_\_\_\_\_

Nursery Managers: **Lesley Thompson and Sian Caine.**

Deputy Managers: **Helen Willis, Emma Hirst, Cara Lovegrove and Sam Ross.**

### Safeguarding Statement

Jubilee Day Nursery and Jubilee Gems are committed to safeguarding and promoting the welfare of all the children and expects all staff to share this commitment.

All members of staff are subject to a DBS check (formally CRB) and satisfactory references.

## Conditions of Role:

A Level 3 Childcare Practitioner is employed to assist the Room Senior and to run the room in their absence.

## Main Daily Duties of the Post:

- To promote and meet all the physical, emotional, social and emotional developmental needs of the children who are in their care.
- To teach and extend a child's learning through appropriate activities and play.
- To ensure that children's individual needs are met.
- To assist children with personal cleanliness.
- To provide children with a safe, happy and stimulating environment in which to play and work in.
- To maintain the nursery environment, including cleaning and setting up areas with appropriate toys and activities for the following day.
- To act as a key worker to a group of children and ensure that observations and monitoring records of development are maintained on a regular basis.
- To ensure that accurate records of any accident, incidents and medications are maintained and reported.
- To maintain daily records of children's attendance.
- To assist the room leader in the smooth running of the room.
- A responsibility and duty to report any safeguarding concerns linked to children, staff and families in your care and anyone who is associated with them.

- To support and assist management and senior nursery nurses in the training of the students.
- To liaise and build up good relationships with parents/carers of children within their care.
- To maintain confidentiality in the course of discussions/meetings with parents/carers.
- To play with children and to provide opportunities to promote and extend their learning.
- To attend and participate in staff meetings.
- To attend and assist at nursery events, such as parent's evenings, open days and social events, promoting the nursery.
- To develop themselves professionally by attending training courses and updating knowledge of new childcare practices.
- To help cover staff in any area within the nursery due to absence through sickness, holiday or other unforeseeable circumstances.

### Main Responsibilities of the Post:

- To inform the management team of any concerns regarding staff members.
- Be aware of, adhere to and put into practice all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- To follow health and safety regulations, to ensure that staff take reasonable care for the health and safety of themselves and others in the nursery. This should involve checking all equipment, reporting accidents or incidents relating to children, staff or visitors.
- To highlight any concerns to the management team and to contribute suggestion for the future improvement.
- Report all concerns to the appropriate senior member of staff.
- To maintain confidentiality in the course of the welfare and development of the child, including observations that may be used as part of further training.
- To maintain confidentiality in the course of discussions/meetings with parents.
- To adhere to the dress and uniform code of the nursery.
- To follow nursery hygiene standards at all times.
- To safeguard and promote the welfare of young people.
- To contribute to the delivery of the Early Years foundation Stage. (EYFS).
- Familiarise yourself and adhere to the acceptable conduct as stipulated in the staff hand-book.

### General

To undertake any other duties, appropriate to the grade of your post, as directed by your line manager or Director, Nursery Manager and/or Deputy Managers.

*In the course of his/her employment, the Level 3 Childcare Practitioner should always have the children's welfare and development as of paramount importance.*

### Rate of pay

Competitive salary based on experience, discussed at interview.

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name (please print): \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_