



## Job Description

### EYFS Nursery Practitioner

#### About Stonar

The primary role is to provide support for the EYFS Academic Staff and to assist in the smooth running of the EYFS Nursery and EYFS Reception class as HoP may require. All requests of a reasonable nature and appropriate to experience and qualifications should be carried out.

The welfare of the children is the most important part of any job in a school and the EYFS Nursery Practitioner should be prepared to help in any way that is required. The EYFS Nursery Practitioner should hold at least an EYFS Level 3 qualification and should promote Stonar EYFS and Stonar School at all times, being loyal to its vision, aims and ethos.

#### The Role

Job Title:	EYFS Nursery Practitioner
Responsible to:	Staff are responsible to the Head through the Head of their part of the School. On a day-to-day basis they are directly responsible to the relevant Head of Department

### EYFS Nursery Practitioner

#### Key Responsibilities

- Available to work flexible hours as required by HoP between 8:00-am -6:00 pm Term time and for Holiday Club
- Attend meetings as required, including key person parents' consultations (you will be informed of these extra commitments in advance)
- Assume the role of 'key person' as assigned by Nursery Manager (NM)
- Maintain Paediatric First Aid qualification ensuring it is always up-to-date
- Prepare, clear away and wash-up lunch and snack time drinks and food
- Clean and/or sterilise EYFS resources and equipment in line with EYFS Resources Management Protocol or as deemed necessary by NM
- Clear and prepare displays in line with the Stonar Prep displays policy
- Check the EYFS toilets and refurbish supplies as necessary

- Maintain general care of EYFS resources, such as labelling and tidying of furniture, books, toys, equipment, pegs, trays etc.
- Change nappies, clean soiled children, and clean up after classroom accidents
- Assist with general admin tasks as required by NM
- Support initiatives decided by NM or HoP
- Open to the use of new technologies to support your work with children
- Follow opening and closing procedures for Stonar EYFS indoor and outdoor areas using the EYFS Daily Risk Assessment protocol and the EYFS Closing Procedures
- Read and abide by the Stonar Staff Handbook, keeping up-to-date with any changes
- Complete Educare on-line training programme modules as assigned by Nursery Manager
- Participate in the school's performance review system (appraisal) and attend regular professional supervision and mentoring meetings
- Actively promote Stonar School to prospective parents, including parents of nursery children.

### **Administration and other responsibilities**

- To attend Staff Inset Days, staff meetings, informal meetings with parents and extra-curricular activities as required, including Open Mornings if required
- To undertake break/lunchtime supervision duties as required
- To organise/assist with after-school activities as required
- To plan/supervise/assist with off-site day and residential trips if requested
- To maintain high standards of professionalism at all times
- To follow and support all school policies and procedures
- To communicate effectively and professionally with parents in accordance with the relevant method for their class i.e. Tapestry

*The duties and responsibilities shown above are not intended to be exhaustive and staff will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.*