



BERKHAMPSTEAD DAY NURSERY

Job Title: Nursery Practitioner (Charlton Kings and Pittville Day Nursery)

Reports to: Room Lead, and the Nursery Management Team

Berkhampstead Day Nursery is seeking to appoint a Nursery Practitioner.

Berkhampstead Day Nurseries provide a warm and welcoming environment in which children are nurtured, happy and inspired. With locations in Pittville Circus and Charlton Kings, both settings offer comfortable, home-from-home environments, with the very best staff. Our reputation for providing quality childcare is enviable, we've been caring for and educating children since 1945.

The successful candidate will be joining an Independent Day Nursery with a forward thinking and fully supportive team of staff in a friendly and caring environment.

Position Summary

To care for and nurture babies and young children, providing them with a safe, secure and stimulating environment in which they can learn, develop and reach their full potential.

Does this position have (staff) supervisory responsibilities? No

Does this position have budgetary responsibilities? No

Major Accountabilities

(High level accountability statements)

1. Act as a key person, liaising daily with parents/carers and ensuring each child's needs are recognised and met. Monitor, assess and report individual children's progress, keeping such records as required. Support new starters to settle in.
2. Support the educational and social development of children, creating a caring and positive environment and using resources and activities to stimulate learning and personal development within the EYFS framework.
3. Adhere to the nursery safeguarding policy and procedures. Be alert to issues of safeguarding children and child protection; promote the welfare and safety of the



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children and report any child safety/protection concerns to the Designated Safeguarding Lead immediately.

4. Help promote positive behaviour and encourage children to develop their own emotional and moral thinking. Support children in considering others feelings and views, promote good choices in behaviour through praise and encouragement and support children to understand that bad choices may have consequences. All incidences of behaviour will be dealt with in accordance to nursery policy.
5. Supervise children during toileting and at mealtimes, promoting good manners, behaviour and personal hygiene – cleaning up spillages and accidents when needed. Prepare babies bottles/children's drinks and snacks where appropriate.
6. Be proactive in matters relating to health and safety with respect to children, staff, parents and visitors. Carry out regular risk assessments throughout the day as required, and take action appropriately.
7. Help maintain the cleanliness of the nursery and use all equipment correctly and safely. Report any accidents/incidents in line with the policies and procedures.
8. Report to the Room Lead and/or Management any signs or symptoms which may suggest that a child requires expert or immediate attention. Provide first aid in line with nursery policy as necessary.
9. Adhere to all nursery policies and procedures and relevant regulatory requirements.
10. As a member of the staff team, contribute to and nurture a positive and professional working environment, role modeling adherence and commitment to the aims and ethos of Berkhamstead and its codes of conduct.
11. Support nursery management in the development and planning of EYFS activities.
12. Maintain own knowledge in order to continue a high level of professional competence. Participate in professional development and training as reasonably required.
13. Undertake other professional duties that may be reasonably required e.g. staff meeting attendance, open days, events.
14. Undertake other reasonable duties or requests from time to time as requested by the Head of Unit, Team Leader and/or the nursery management team.

Role Attributes

(Skills/Competencies/Behaviours – descriptor and explanation)

- **Interpersonal Skills:** Gets on with different types of people and interacts well with people at all levels. Is insightful about others; seeking to understand other people's views, and adapts own approach accordingly.



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- **Communication Skills:** Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.
 - **Collaboration & Teamwork:** Works co-operatively to shared objectives - involving others when generating ideas, solving problems or making decisions. Is open to sharing best practice, information, ideas and solutions.
 - **Quality Commitment:** Wants to do the best they can; setting high work standards for self and others. Seeks to understand the needs and priorities of others. Responds flexibly to changing requirements.
 - **Planning & Organisation:** Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.
 - **Resilience:** Keeps calm and in control in difficult and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.
 - **Confidentiality & Integrity:** Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.
 - **Technical expertise & knowledge:** Applies a high level of technical expertise and experience to enhance job performance. Maintains and updates own technical knowledge. Is a respected and credible practitioner in own field.
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Position Prerequisites

(e.g. Qualifications, experience)

- Minimum of 4 GCSEs including Maths and English
- A minimum Level 3 childcare qualification is preferable for this role; however, a minimum level 2 qualification and 2 years' experience in a childcare setting would be an advantage.
- Experience working with children
- Basic knowledge of Paediatric First Aid and Health & Safety
- Good literacy and numeracy skills and preferably qualifications.
- ICT skills at basic level or beyond
- Training in relevant strategies e.g. literacy, sign-language, an added advantage.

Additional Information:

Hours of Work: 8.00am to 6.00pm worked over 4 days per week (part-time considered)

Salary: Competitive depending upon experience



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To apply:

Please complete the School/Day Nursery Application form and return to:

Louise Jones – Manager
Pittville Circus Day Nursery
Pittville Circus Road
Cheltenham
GL52 2QA

Katie Hawkes – Manager
Charlton King's Day Nursery
Copt Elm Road
Charlton Kings
Cheltenham
GL53 8AG

Email: recruitment@Berkhamsteadnursery.co.uk

This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other such tasks or duties, which may be reasonably given to him/her from time to time. It may be subject to modification or amendment at any time after consultation with the post holder.

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include: Being alert to issues of safeguarding children and child protection; promote the welfare and safety of pupils and report any child safety/protection concerns to the DSL immediately, adhering to safeguarding policies, procedures and practices.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."