BLENHEIM SCHOOLS

Job Description

Job Title: Level 3 Early Years Practitioner

Responsible to: Head of Department

Key internal contacts: Pupils and all school staff

Key external contact: Key external relationships and parents.

About the School – Akeley Wood Nursery and Junior School
Akeley Wood Junior School is a warm, vibrant and caring community set within stunning rural surroundings near Buckingham. Our Nursery provides a joyful, stimulating and secure space where children aged 12 months to 4 years can explore, play and learn with confidence.

We are seeking an enthusiastic, caring and dedicated Level 3 Early Years Practitioner to join our Early Years team. We are also open to applications from apprentices, making this a fantastic opportunity for anyone looking to begin, or further develop, a rewarding career in early childhood education.

About Blenheim Schools

Blenheim Schools is a growing family of innovative, high-quality independent schools committed to enabling outstanding futures for every student. Our ethos centres on truly understanding each child, their talents, character and aspirations by providing a personalised, ambitious education that helps every child to thrive. We deliver a broad, enriching curriculum supported by tailored teaching and exceptional pastoral care. We celebrate individuality, nurture confidence and champion every learner so they can discover their strengths and achieve their potential.

Joining Blenheim Schools means becoming part of a collaborative, forward-thinking community that values creativity, inclusion and professional growth. Our teams are united by a shared belief in the power of education to transform lives and by a commitment to delivering outstanding experiences for students and families.

JOB PURPOSE

To provide high-quality physical, emotional, social and intellectual care for children in the Nursery. The postholder will support colleagues in delivering a safe, nurturing and stimulating environment and will contribute to the effective daily running of the Nursery.

The Nursery operates 51 weeks of the year. Working hours are 8.00am–5.00pm or 9.00am– 6.00pm on a weekly shift basis.

KEY TASK AREAS & RESPONSIBILITIES

Childcare & Learning

• Provide high-quality care and supervision for children, meeting their physical, emotional and developmental needs.

• Support the planning and preparation of activities that meet individual learning needs.

• Act as a Key Worker, maintaining accurate development records and observations.

• Promote positive behaviour and model a calm, nurturing approach.

• Support children's independence, confidence and social development.

Environment & Safety

• Maintain a clean, safe and stimulating environment, ensuring playrooms and equipment is well cared for.

• Supervise meals and mealtimes, including preparation of bottles where appropriate. • Keep accurate accident, incident and risk assessment records.

• Ensure all safeguarding, health and safety and confidentiality requirements are followed.

Communication & Relationships.

• Build positive relationships with children, parents and colleagues. • Communicate effectively with families, sharing information about children's progress and Nursery Practitioner needs.

• Support new staff, students and Nursery Assistants in settling into the setting.

• Work collaboratively with colleagues to ensure consistent, high-quality provision.

Team Contribution

• Participate in planning meetings, training and professional development.

• Contribute to the wider life of the school where appropriate.

• Demonstrate flexibility and adaptability in response to the needs of the Nursery.

PERSON SPECIFICATION

Qualifications

• Level 3 NVQ in Childcare (or above).

Essential Skills & Attributes

• Ability to work and communicate effectively with young children.

• Warm, empathetic and energetic approach.

• Strong communication skills with staff and parents.

• Ability to prioritise and work flexibly.

• Personal integrity, honesty, stamina and enthusiasm.

• Open-minded, reflective and adaptable to change.

• Willingness to contribute to the wider life of the school.

Experience

• Experience working in a nursery or early years environment.

• Sensitivity to the needs of young children.

• Understanding of safeguarding in Early Years, health and safety, data protection and confidentiality.

• Knowledge of child development and safe working practices.

• Understanding of teamwork and commitment to continuous learning.

Desirable

• Experience working with children with SEND.

• Additional relevant training (e.g., First Aid).

• Experience in voluntary or paid childcare roles.

• Customer service experience.

• Experience in property or facility management (as relevant to nursery operations).

Safeguarding Responsibilities

· To comply with safeguarding policies, procedures and code of conduct

· To demonstrate a personal commitment to safeguarding and student/colleague wellbeing

· To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy

· To engage in safeguarding training when required

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required

Governance:

- Blenheim Schools is the proprietor of Akeley Wood Nursery and Junior School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

· To be signed and dated by employee:
· Signed: ……
· Name (print): ……
· Date: ……..