

Job Title: Nursery Practitioner

Location: Akeley Wood Junior School Department:

Early Years Reports to: Nursery Manager / Head of Early Years

Role 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 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 are 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

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

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.

Knowledge

- 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.

Qualifications

- Level 3 NVQ in Childcare (or above).

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).

Key Working Relationships

- Nursery Manager
- Early Years staff
- Teaching and non-teaching colleagues
- Parents and carers
- External suppliers and early years professionals