

Role Profile: Level 3 Early Years Practitioner**Location: Akeley Wood Nursery and Junior School****Function: Teaching Assistant****Reporting to: Head of Department****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.

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 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

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

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:**