

**First Steps Enterprise Ltd – footprints@hattonhill Nursery**

**Job Title: Early Years Practitioner (Level 3)**

**Pay: £9.55 per hour, plus leave allowance**

**Hours: 30 hours per week (term-time only 38 weeks)**

**8.45am to 3.15pm Monday to Friday**

**Venue: footprints@hattonhill nursery based in Hatton Hill  
Primary School**

footprints@hattonhill is a community-based nursery, based in Hatton Hill Primary School. It cares for children aged 2 to under 5 during term-time between 8am to 6pm. We are looking for an experienced, hard-working Early Years Practitioner to work in the afternoons in the team to ensure good learning and development outcomes for children.

The hours are 12noon to 6pm, Monday to Friday.

Some flexibility with hours may be required on occasion and we request staff be available for different/additional hours as required by the service.

**Aims of Post**

- To work in the nursery setting, delivering high quality early years care in line with the Early Years Foundation Stage, promoting parent & child interaction and the development of the child.

**Responsible to:**

- **Day-to-day – Nursery Manager**
- Employer – First Steps Enterprise Deputy Manager

**Responsible for:**

- N/a

**Main Responsibilities**

- To work in the early years childcare sessions in the nursery, delivering high quality early years care in line with the Early Years Foundation Stage, promoting parent & child interaction and the development of the child.
- To work with the Manager and the team to ensure good learning and development outcomes for children.
- To maintain records of key children under guidance from Manager.
- To assist in the setting up and clearing of rooms for activities, including preparing snack and creating and updating wall displays.
- To maintain good partnerships with the family and well-being centre team to ensure a welcoming and friendly environment for children and families at all times.
- To provide regular feedback to parents about their child's development and progress.

- To ensure the data, record-keeping and reporting requirements are adhered to in line with systems implemented by the company.
- To build and maintain positive relationships with children, staff, parents/carers and line management.
- To work within the framework of Safeguarding Children and Child Protection policy and procedures.
- To deliver services within a fully inclusive equal opportunities framework.
- To carry out his/her duties with full regard to the setting's Health and Safety and confidentiality policies and procedures.

#### **Other Information**

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly nursery based, but staff will also be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

#### **Criminal Records Bureau and Other Checks**

- A full enhanced DBS disclosure will be undertaken, and any adverse findings could result in any offer of employment being withdrawn.
- Previous employer references will be required.
- Qualification checks will be undertaken.
- Eligibility to work in UK.
- Other checks may be undertaken.

## **PERSON SPECIFICATION – ESSENTIAL (or working towards)**

### ***Qualifications***

- At least NVQ level 3 in Early Years/acceptance equivalent qualifications as a minimum.
- A current first aid certificate (can be arranged if expired) and willingness to be an appointed person in first aid administration.
- Food Safety certificate (can be arranged if expired)
- Willingness to participate in relevant training and development opportunities.

### ***Experience***

- Good experience working or volunteering in an Early Years setting

### ***Skills/Knowledge/Aptitudes***

- Ability to work effectively with colleagues in the delivery of high-quality provision.
- Ability to build and maintain positive relationships with children and parent/carers in order to meet individual needs of children.
- Good communication, interpersonal and organisational skills.
- Experience of working within or implementing effective key worker systems.
- Good understanding of Development Matters in the Early Years Foundation Stage framework.
- Thorough knowledge of all aspects of child development and outcomes, and an understanding of the range of factors affecting development.
- Ability to promote a positive ethos and role model positive attributes.
- Good personal numeracy and literacy skills
- Awareness of inclusion, especially within a setting
- Effective use of ICT to support learning.
- Able to demonstrate an up-to-date knowledge of current developments and legislation relating to early years education and childcare.
- Knowledge and understanding of child protection issues, practices and procedures.

### ***Team Working***

- Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

### ***Adaptability***

- Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

### ***Professional Values and Practice***

- Ability to build and maintain successful relationships with children and adults, treating them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues both within school/Children's Centre and other organisations.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.

- High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their early year's development.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.
- Able to liaise sensitively and effectively with parents and carers, recognising their role their child's learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues.

#### **OTHER DETAILS**

- Wage £9.55 per hour, plus leave allowance evened out over the year.
- Hours – 12noon to 6pm Monday to Friday. Some flexibility with hours may be required on occasion and we request staff be available for different/additional hours as required by the service.
- Term-time only over 38 weeks.
- Annual leave is based on number of hours worked per week and over the contract fixed-term period. It is pro-rata of 25 days leave/175 hours. It cannot be taken in term-time. It is therefore added to the wage. The wage is then divided into equal payments over the full year.
- Pay is fortnightly, but one week in arrears.
- Place of work: footprints@hattonhill, based within Hatton Hill Primary School, Alwyn Avenue, Litherland, Merseyside, L21 9NZ
- The post is subject to all checks highlighted above.
- The post is subject to a 12-week probationary period.