



Job Title: Level 2 & 3 Early Years Practitioner or Early Years Assistant.

Venue: footprints@hattonhill nursery, Alwyn Avenue, Litherland, L21 9NZ.

Hours: Full and Part time hours are available up to 40 hours per week, between the hours of 8am and 6pm.

!!!! Joining bonus of £500 !!!!*

Pay: Level 3 with full key worker responsibilities:
£10.70 per hour rising to £10.90 after 6 months.

Level 2 with full key worker responsibilities:
£10.42 per hour rising to £10.70 after 6 months.

Early Years assistant or unqualified assistant: £10.42 per hour.

Holidays: 22 days paid holiday per annum plus paid bank holidays.

footprints@hattonhill is a community-based nursery set in the heart of the Ford and Litherland community. We provide care and early years education for all children aged from birth, 51 weeks of the year between the hours of 8am and 6pm.

Our recent Ofsted inspection in September 2022 graded us GOOD in all areas. Inspectors commented that “children benefit from a highly successful transition programme when they join this nursery... children are confident and self-assured”, “children engage fully with the exciting activities on offer in this well-resourced nursery”, “partnerships with parents is a particular strength of this nursery”.

Benefits of Working for First Steps Enterprise Ltd

- Competitive and progressive rates of pay
- Generous holiday scheme
- Additional Paid bank holidays
- Paid Christmas shopping day in December*

- Discounted childcare at our nurseries
- Ongoing professional development, training and promotion opportunities
- Pension scheme
- Life insurance
- Uniform

What is the purpose of the role?

- Protect and promote the health and well-being of children.
- Ensure that safeguarding procedures are followed.
- Promote positive relationships in the early years setting.
- Support children's learning and development through play.
- Be a 'key person' to a small group of children and build positive relationships with their families
**level 2 and 3 practitioners.*

What key skills do you need?

Commitment

You will need to demonstrate a commitment to working with children. Working in the early years sector can be as intensive as it is rewarding. You must have a passion for child development and be dedicated to caring for young children.

Building Relationships

Children thrive in early years settings when they have strong bonds and healthy relationships with nursery practitioners. You need to be someone who enjoys the company of children and can empathise with how children express their feelings.

Personal Skills

You also need to be personable and approachable with children's parents. Parent partnerships are vital in helping you to understand how to keep children happy and supported, both in nursery and home life.

Creativity

Children will engage in nursery activities if they are fun and enjoyable. The best activities are those that help children learn new skills and develop their understanding of the world without them even realising that they are learning. As a nursery practitioner, you will need to have a creative mind in order to create exciting and memorable activities.

What Qualifications will you need?

To apply for our Level 2 & 3 Early Years Practitioner roles, you will need a minimum of a **level 2 or 3 qualification in early years and education**. Equivalent qualifications are also acceptable if they meet the DfE criteria.

For Early Years Assistant roles, you will not necessarily need to hold a full and relevant qualification, but you must be able to demonstrate the skills and passion required to fulfil the role and ideally have proven experience in the early years sector.

Key Responsibilities

Reports to:

- Room Leader and Nursery Management

Key person (level 2 & 3 childcare practitioners):

As a nursery practitioner, you will be expected to be a key person for a small group of children. As a key person, you will be there to help children make a smooth transition from home to nursery life. You will also be there to support the children in your key group to reach their early years milestones in line with the early year's foundation stage. To do this, you will be expected to build strong bonds with the children to understand their own interests and passions, enabling you to then create activities that are tailored to their interests.

Learning and Development (all childcare practitioners and assistants):

- Contribute towards high standards of quality within the nursery rooms in respect of the environment, resources and experiences offered to children.
- Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- Support the practice and provision in the nursery to meet the requirements of the Early Years Foundation Stage Statutory Requirements.
- Ensure that all safeguarding practices and procedures are adhered to keep children safe.
- Support the development of good practice with regards to special needs and inclusion.
- Support nursery staff in delivering the nursery curriculum utilising methods and systems as directed by the company.

Health and Safety (all childcare practitioners and assistants):

- Support the Room Leader in the day-to-day operation in order to ensure the health and safety of the children, their parents, carers, the team and any visitors to the nursery.
- Adhere to all health and safety policy and procedures.
- Be fully aware of all emergency and security procedures.

General (all childcare practitioners and assistants):

- Adhere to all Company policies and procedures.
- Maintain a positive attitude at all times with children, parents, visitors and work colleagues.
- Ensure confidentiality, where appropriate is maintained.
- Undertake any other duties as reasonably requested by line management.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

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 willingness to work towards)

Qualifications

- Full and relevant level 2, 3 or higher early years qualifications that meet the DfE criteria.
- 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

- Proven experience working 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 £10.42 to £10.90 dependant on qualifications, key responsibilities and length of service.
- Individual contracted hours will be agreed at interview; additional hours may occasionally be required.
- Joining bonus of £500 will be split as follows: £100 paid in first pay schedule on joining, the following £400 will be paid following a successful probationary period (usually 12 weeks from start date) all payments will be subject to tax.
- **The hours will be a shift anytime between 8am and 6pm. Flexibility will be important.**
- Annual leave 22 days plus bank holidays. Some days will be required to be taken between the Christmas and New Year period.
- Additional paid shopping day in December for staff with over 1 year of service.
- Place of work: footprints@hattonhill nursery, Alwyn Avenue, Litherland, L21 9NZ
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Application forms can be found here <https://firststepsenterprise.co.uk/vacancies/application-form/>