



Job Title: Baby Room -Nursery Educator
Function: Early Years & Childcare
Hours per week: up to 40 Hours

Qualification: NVQ in Childcare level 3
Reports to: Nursery Manager and Deputy Manager

Responsible for (include children and resources)
Safeguarding, health and safety, children's learning, and development.

Purpose of Job

- Plan, prepare and implement play experiences that develop children's learning and development, in line with the Early Years Foundation Stage, Ofsted requirements and ensuring high quality childcare.
- To develop the learning experiences of children and communicate this with parents.
- To support the room leader to ensure compliance with regulators whilst being part of a professional team.

Major duties and responsibilities

1. To assist the room leader in the day-to-day operation of the room, to ensure that company policies and procedures, legislation relating to the nursery's registration, safeguarding procedures and Health and Safety are adhered to at all times.
2. To observe children and plan rich and stimulating play and learning experiences which promote children's learning and development towards the Early Learning Goals of the Early Years Foundation Stage.
3. To build and maintain strong partnerships with parents and carers, and to assist them in supporting their child's learning at home.
4. To promote children's safety and welfare at all times, and liaise with appropriate agencies if any concerns arise.
5. To be a key person to a group of children in the nursery and support them to develop strong bonds with others, in order to promote their emotional well-being.
6. Observe and assess children's learning and development towards the Early Learning Goals, and share this information with parents.
7. To maintain accurate records of children's learning and development, ensuring that these records are presented to a high standard.
8. To liaise with other professionals, as necessary. This includes to support children with special educational needs, those who speak English as an additional language, and any other children with additional needs. Where appropriate, take specific responsibility to identified children with specific needs.
9. To work creatively with the children encouraging them to express their views and lead their own learning.



10. To contribute to the preparation of nutritional snacks for the children; ensure that snack times are a time of pleasant social sharing and orderly. Also, ensuring that medical, allergy and dietary lists are out on tables daily.

11. To ensure that all users, children, parents and staff implement the nursery's security and safety regulations.

12. Work constructively and professionally with colleagues, ensuring clear and open communication with team members. To attend regular staff meetings and training internal and external to develop skills and knowledge for continuing self-development and share information gained with colleagues.

13. Advise the management of any actual or potential problem relating to the safety or care of the children.

14. To maintain confidentiality always and abide by the nursery's policies and procedures

15. Uphold the high standards of the nursery always.

16. Undertake working practices of the nursery – including undertaking certain domestic jobs, e.g. preparation of snack or meals, cleaning of equipment and environment, pack down etc.

17. To be involved in out-of-working hours' activities, e.g. training, staff meetings, summer fare and Christmas party.

18. To undertake such duties as may become necessary to ensure the successful running of the nursery.

19. Ensure that any concerns regarding staff, the business, children, and parents is communicated to the deputy or nursery manager immediately

20. To assist the management team in maintaining appropriate records as directed including:

- maintain accurate attendance records.
- maintain accurate observations and planning of the children