



## United Synagogue Job Description

<b>JOB TITLE:</b>	Nursery Practitioner - Level 2 or 3
<b>LOCATION:</b>	Brondesbury Park Synagogue Nursery
<b>WORKING HOURS:</b>	33 hours a week. The core hours are during term time but there may be a requirement to attend staff meetings and training at other times.
<b>SALARY:</b>	Dependent upon experience
<b>REPORTS TO:</b>	Nursery Manager
<b>BENEFITS:</b>	20 days holiday, plus Statutory Bank Holidays pro rata, that must be taken outside of term time Plus Jewish festivals when they fall on a normal working day Auto enrolment Pension

### JOB PURPOSE

To work as part of the nursery team under the direction of the Manager to provide safe, high quality education and care for young children.

### 1 NATURE & SCOPE

The Practitioner will support the Manager in the planning and implementation of the curriculum and prepare the necessary resources, materials and equipment required. The role will require the job holder to work with and have collective responsibility for small groups of children as directed by the Manager. Furthermore, the jobholder will build the credibility of the Nursery in order to empower management and staff to fulfil their roles effectively.

## 2 DIMENSIONS & LIMITS OF AUTHORITY

- To ensure that children are given the appropriate level of support and stimulation to ensure that all areas of the EYFS are covered to each child's own stage of development
- To keep information obtained regarding the children, their families or other staff, which is learned as part of the job, strictly confidential
- To advise the Manager of any concerns relating to a child, parents or the safety of equipment, whilst preserving confidentiality at all times
- To attend training courses where deemed appropriate by the Manager including those outside of nursery hours
- To attend all relevant INSET sessions, staff and governors meetings and open evenings

## 3 DUTIES & RESPONSIBILITIES

**Understands and delivers a programme that leads to organisational success.**

- To help prepare and fully set out the Nursery before the children arrive and tidy it up after they leave
- To take responsibility for the general welfare of children e.g. assisting them where necessary in the cloakroom area, toilets, changing nappies, mealtimes and the supervision of indoor and outdoor play
- To have knowledge and understanding of child protection laws and responsibilities and equal opportunities within the nursery setting
- To deal with children in a caring and loving way by taking a sympathetic and reassuring approach at all times
- To comply with all aspects of the Nursery's health and safety policy and inform the Manager of any matters that may have arisen during the working day
- To foster and maintain appropriate working relationships with colleagues peers and parent in all aspects
- To contribute towards an attractive and stimulating educational environment for the development of children in line with the EYFS
- To support the first aider and look after sick children in consultation with the Manager
- To attend educational visits at the request of the Nursery Manager
- To teach and support the children in all areas of the EYFS and to give the appropriate credible professional advice as and when required
- To assist with the evaluation of the programme as part of an evaluation team to ensure the effectiveness of the Nursery.
- To assist with regular written observations and assessment of the children and to meet with parents together with other team members to discuss the progress of the children
- Ensure records are kept up to date on both computerised and paper filing systems

#### 4 QUALITY AND OPERATIONAL STANDARDS

- Ensures that work that is produced is of a high standard and meets the Nursery's key performance indicators
- Report on key performance indicators to the Manager as required
- Provide metrics for reporting to Governors and supporting managers in the planning process
- Builds the credibility of the Nursery to empower staff and managers to fulfil their roles effectively
- Share with others and communicate success stories
- Personally demonstrate the organisation's values building trust with managers and staff within Nursery and proactively contributing to the organisation's success
- Be proactive in identifying opportunities for own professional development

**PERSON SPECIFICATION**

The person to be appointed to this post should be able to demonstrate the following:

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Substantial experience working with children aged 2+	<input type="checkbox"/>	
Qualified to NVQ Level 2, 3 or equivalent	<input type="checkbox"/>	
Paediatric first aid certificate		<input type="checkbox"/>
A good understanding and knowledge of Early Years Foundation Stage	<input type="checkbox"/>	
Experience of learning and development		<input type="checkbox"/>
Excellent communication skills, both verbal and written	<input type="checkbox"/>	
To work in a professional manner and develop effective working relationships with managers, colleagues and Synagogue Representatives at all times	<input type="checkbox"/>	
Proven experience as a proactive team member contributing to the success of the wider team and organisational goals	<input type="checkbox"/>	
Keep all information relating to the Kindergarten confidential	<input type="checkbox"/>	
Knowledge of Jewish customs and practices		<input type="checkbox"/>
Empathy with The United Synagogue's mission and purpose	<input type="checkbox"/>	

## **GENERIC DUTIES**

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder

This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures

**Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**

**Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**