



Little Diggers Montessori

Job Description: Qualified Nursery Practitioner

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Salary: £26,000 - £30,000 (dependent on experience)

Our Mission: Our mission at Little Diggers Montessori is to empower children to develop and grow holistically. Engaging in a nature based environment with real, life enriching experiences which encourage curiosity and promote the joy of learning.

Our Vision: Our vision is to provide a Montessori education with an emphasis on outdoor learning.

Purpose of post

- To provide a high standard of physical, emotional, social and intellectual care for all children in the nursery
- To ensure all children are safeguarded and their welfare and safety is promoted
- To give support to other team members throughout the nursery
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

Key areas

- Work with and support children
- Work as part of a team
- Build and maintain strong partnerships with parents.

Responsible to:

Nursery Manager/Operations Manager/Owner

Duties and responsibilities

- Formulate and operate a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members
- To keep records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life and institute reviews for parents, in conjunction with the Manager
- Support all team members with the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate

- Support all team members to conduct an end of nursery review of each key child to send to/take to school to allow new provision to have a clear understanding of each child's key strengths and areas for development
- Support new team members through inductions in partnership with the manager
- To follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure
- Participate in training programmes with a wide variety of students (i.e. placements and volunteers), by giving guidance and support
- Liaise with and support parents and other family members
- Ensure all record keeping is accurate and up-to-date within your designated area, including learning journeys of all children in your room, accident forms, and any other forms/records required for the child's welfare, learning and development
- Ensure room checks and outdoor checks are conducted in line with nursery procedures
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, parent evening, fundraising events etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- Work alongside the Manager and staff team to ensure that the nursery's philosophy is fulfilled
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
- Following procedure for recording accidents in the accident book
- Look upon the nursery, as a "whole" where can your help be most utilised? Be constantly aware of the individual needs of all children
- Ensure someone known and agreed by the nursery and parent collects the child
- To respect the confidentiality of all information received.

Specific childcare tasks

- The preparation and completion of activities to suit each individual child's stage of development and interests
- To develop your role within the team especially with regard as a key person
- To ensure that meal times are a time of pleasant social sharing
- Washing and changing children as required
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensuring a poorly child is kept calm and warm and management is notified immediately
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.

Staff Perks

- Paid Lunch Breaks
- Sick Pay
- Free Childcare
- Inset days
- Funded CPD Training
- Birthdays off
- Staff Socials
- Annual Bonuses
- Additional Leave Each year of service