

<b>Job vacancy title</b>	Nursery Practitioner
<b>Provider's Name</b>	Rainbow Nursery School
<b>Provider's Address</b>	TW9 1UP
<b>Contact Name</b>	Lavinia Wilkins
<b>Phone</b>	02087442456
<b>Email</b>	info@rainbownurseryschools.org.uk
<b>Job Description</b>	<p><b>RAINBOW NURSERY SCHOOLS</b> Job Description: Nursery Practitioner.</p> <p>Purpose of the job: To work as a key person and as part of the nursery team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.</p> <p>Main duties</p> <ol style="list-style-type: none"> <li>1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.</li> <li>2. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.</li> <li>3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.</li> <li>4. Work in partnership with parents/carers and other family members.</li> <li>5. To advise the Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.</li> <li>6. To teach children, offering an appropriate level of support and stimulating play experiences.</li> <li>7. To ensure that children are kept safe and that you understand when to follow child protection procedures.</li> <li>8. To actively participate at team meetings, supervisor meetings and appraisal meetings.</li> <li>9. To attend training courses as required and to take responsibility for your development.</li> <li>10. To keep completely confidential any information regarding the children, their families or other staff, which is required as part of the job.</li> </ol>

	<p>11. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.</p> <p>12. To ensure that adequate records are kept and updated regularly.</p> <p>13. To promote the nursery to current parents and potential customers.</p> <p>14. To undertake any other reasonable duties as directed by the Manager, in accordance with the setting's business plan/objectives.</p> <p>15. To be consistent and professional in conduct at all times.</p> <p>16. On occasion due to staff shortages cover at other Rainbow settings.</p> <p>NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.</p>
<b>Days and hours of work</b>	<p>Monday - Friday mornings, term time only, 8.30am until 1pm approximately.</p> <p>Possibility of additional hours to support our lunch clubs and extended sessions.</p> <p><b>PLEASE NOTE THIS IS A PART TIME POSITION</b></p>
<b>Salary</b>	<p>Negotiable. Dependent on qualifications and experience</p>
<b>Qualifications</b>	<p>Desirable criteria</p> <ol style="list-style-type: none"> <li>1. NVQ early years education and childcare qualification or equivalent.</li> <li>2. Willingness to undertake further training, extensive CPD opportunities offered.</li> </ol> <p>Current First Aid at Work qualification although training will be paid for.</p>
<b>Experience and skills required</b>	<p>Person specification</p> <p>Essential criteria</p> <ol style="list-style-type: none"> <li>1. Willingness to learn.</li> <li>2. Willingness to achieve level 2 early year's education and childcare qualification or equivalent, and commitment to obtaining a level 3 qualification.</li> <li>3. Previous experience of working with young children.</li> <li>4. Sound knowledge of child development for children from birth to five years.</li> </ol>

	<p>5. Knowledge of the Early Years Foundation Stage (EYFS).</p> <p>6. Knowledge of child protection procedures.</p> <p>7. Good communication skills.</p> <p>8. An understanding of play based approaches to children's learning and development.</p> <p>9. Commitment to equal opportunities.</p> <p>10. Commitment to working effectively with young children and families.</p> <p>Friendly and flexible approach at work which facilitates the development of effective relationships.</p>
<b>Any other information</b>	<p>We are an inclusive setting whereby all children in our care are afforded the best possible support and experiences, we are a recognised inclusion Hub within the Borough of Richmond &amp; Kingston Upon Thames. We are committed to safeguarding and protecting the children in our care. Two references will be required by all successful applicants as well as a fully enhanced DBS disclosure will be carried out by Rainbow Nursery Schools LTD. Applicants must be committed to safeguarding and are required to complete mandatory online training in Level 2 safeguarding, FGM and Prevent Duty</p>
<b>Closing date for applicants</b>	* 05/07/2019
<b>Position start date</b>	* 01/09/2019

<b>Job vacancy title</b>	Manager- Before, after school and holiday club
<b>Provider's Name</b>	Daisy Roots Parental Solutions
<b>Provider's Address</b>	St Mary's CofE School Strafford Road Twickenham TW1 3AD
<b>Contact Name</b>	Lauren Reeson
<b>Phone</b>	07540864722
<b>Email</b>	lauren@daisyrootstwickenham.co.uk
<b>Job Description</b>	<p>Daisy Roots is a well-established, family-run childcare solution provider in leafy Twickenham, set within an Ofsted "outstanding" primary school. Caring exclusively for St Mary's C of E school children. Up to 36 children every day before and after school</p> <p>.</p> <p>We have an excellent reputation within the community as being the best wrap around care in town with an extensive waiting list to prove it! After school places being gold dust!</p> <p>A well-oiled machine, our service is impeccable and our team 110% dedicated to providing home from home, thoughtful care for the children.</p> <p>What we do (in a nutshell!)...</p> <p>Daisy Root's Breakfast Club: serves breakfast and provides a selection of games and resources for the children before walking them to school.</p> <p>Daisy Roots After School Club: collects children from their classes, sets out a wide variety of free- play opportunities, games, books, lego and playground equipment (to name a few) a planned activity each day (cookery/ art/ sport), dinner and homework time.</p> <p><b>** DAISY ROOTS ALSO OFFERS A HOLIDAY CLUB (EACH SCHOOL HOLIDAY EXPECT THE LAST TWO WEEKS OF THE SUMMER HOLIDAY AND CHRISTMAS)- THE MANAGEMENT POSITION IS VACANT FOR THIS SHOULD YOU WISH TO APPLY FOR BOTH. THEREFORE THIS POSITION CAN BE TERM TIME ONLY OR YEAR ROUND**</b></p> <p>We are seeking an excellent team leader to oversee the planning of the above and therefore, the smooth daily running of our before and after school club.</p> <p>As Club Manager, you will be required to</p> <ul style="list-style-type: none"> <li>be highly organised and self-motivated</li> <li>be punctual and reliable</li> <li>organise and maintain registers and essential paperwork</li> <li>work within the company's policies and procedures, ensuring staff do too</li> <li>manage and work alongside our well established, committed team of play workers, scheduling team meetings and training where necessary</li> </ul>

	<p>supervise the children, ensuring their safety at all times engage in play, get the children involved in planning and choosing activities plan ahead for themes and topics, arranging fun activities and setting up resources for children to take part in meet and greet parents and provide them with feedback on their child's time at the club.</p> <p>We can offer you: a supportive, hardworking, energetic team a club which has a proven structure already in place with a family-like atmosphere opportunities for development within our extremely popular and successful organisation excellent rate of pay, up to £16p/h depending on a successful 3 month trial training in Paediatric First Aid, Child Protection/Safeguarding, Food Hygiene and GDPR (data protection) Please visit our website to download an application form <a href="http://www.daisyrootstwickenham.co.uk">www.daisyrootstwickenham.co.uk</a></p>
<b>Days and hours of work</b>	<p>Term time hours: 7:00AM-9:30AM &amp; 2:30-6:30PM Monday- Friday</p> <p>(Optional/ additional role-Holiday Club hours: Alternating shift 7:00am-3:30pm/ 9:00am-6:30pm)</p>
<b>Salary</b>	<p>£13p/h, increasing to £16p/h (following a successful 3 month trial)</p>
<b>Qualifications</b>	<p>Ideally level 3 Childcare/ Play work qualification (although not essential) Paediatric First Aid (12 hour course) Food Hygiene (basic level 2) Safeguarding Prevent Duty and British Values GDPR training DBS *PLEASE NOTE THAT ALL THE ABOVE ARE DESIRED QUALIFICATIONS/ CERTIFICATES THAT A MANAGER WILL NEED. BUT DAISY ROOTS WILL FUND ANY NECESSARY TRAINING FOR THE RIGHT CANDIDATE</p>
<b>Experience and skills required</b>	<p>Essential requirements: Experience of working with 4 to 11 year olds (minimum 2 years) Experience of administration and IT skills Experience of working in a supervisory or management capacity (minimum 1 year) Delivering equal opportunities in a play setting Providing and facilitating safe, stimulating play Proven leadership skills</p>

	<p>Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children</p> <p>Ability to work on own initiative, using judgement and common sense</p> <p>Understanding and delivering relevant procedures set out by Ofsted in regards to the Early Years Foundation Stage</p>
<b>Any other information</b>	<p>To summarise-</p> <p>You will be required to manage the breakfast club and after school club there is some essential training and certification required (that will be provided by Daisy Roots where necessary)</p> <p>you will be Enhanced DBS checked</p> <p>there will be an initial 3 month probation period</p> <p>close proximity to the setting is advantageous due to the pattern of work</p>
<b>Closing date for applicants</b>	Ongoing until position filled.
<b>Position start date</b>	ASAP

<b>Job vacancy title</b>	Deputy Manager - After School Care - The Nest
<b>Provider's Name</b>	Firm Foundations for Children and Adolescents CIC
<b>Provider's Address</b>	Firm Foundations Archdeacon Cambridge's School The Green Twickenham TW2 7EB
<b>Contact Name</b>	Margaret Ansell
<b>Phone</b>	020 8894 1154
<b>Email</b>	margaret@firmfoundations-cic.co.uk
<b>Job Description</b>	<p>Firm Foundations for Children and Adolescents CIC has been providing After School Care for 19 years. Four years ago we opened The Nest which provides after school care solely for 4 – 8 yr olds. We have been assessed as Outstanding by Ofsted and places at our club are in demand. We are based at Archdeacon Cambridge's School and currently care for children who go to Stanley and Trafalgar Schools as well.</p> <p>This exciting role provides opportunities for personal development and promotion for those with energy, ambition and commitment to the provision of quality childcare. You may have the experience and skills for this role already. Or you may know this is what you want to do but need more experience and training. We are happy to consider enthusiastic and committed trainees.</p> <p>You will be responsible for assisting The Manager in the day to day management, operation and development of The Nest in accordance with National and Local Guidance. A full job description is available on request please email us - or come and visit.</p> <p>You are highly motivated with a desire to provide quality care for children in a group setting. You can use your initiative whilst working with others in a team in the best interests of the children. You understand the importance of providing services that promote development through play whilst keeping children emotionally and physically safe. You appreciate the importance of good nutrition and food hygiene. You understand the importance of effective communication with parents and carers.</p> <p>You are literate and numerate and can maintain records. You will be interested in your own professional development with a desire to acquire further skills through training.</p> <p>There may be additional opportunities to become involved in the administrative side of the organisation for those with an interest in running a business.</p>

<b>Days and hours of work</b>	21 hours a week including meetings and planning time Core Hours 2.45 pm – 6.30 pm Monday to Friday Term Time only (38 weeks) Additional hours maybe available during some school holidays working in the Chill Out Zone providing holiday activities for 8 – 14 yr olds.
<b>Salary</b>	Pay rate £8.90 to £12.32 dependent on experience and minimum wage requirements.
<b>Qualifications</b>	Ideally you will have an NVQ level 3 in playwork or early years. You need to be literate and numerate and hold a minimum GCSE grade C/4 or equivalent in English and Maths.
<b>Experience and skills required</b>	You will have worked with children in a group setting and held some level of responsibility. Some experience working with children with additional needs in a mainstream setting would be an advantage.
<b>Any other information</b>	An enhanced DBS and medical declaration will be required. You must be entitled to work in the UK. Please send us an email with a few lines explaining why you are interested in and suitable for this role and your CV. We will send you an application pack and invite you to visit us. If you have any questions please call Margaret on 020 8894 1154. Start January 2019 or as soon as possible after this date. You can find out more about us on our website <a href="http://www.firmfoundations-cic.co.uk">www.firmfoundations-cic.co.uk</a>
<b>Closing date for applicants</b>	Open until vacancy is filled.
<b>Position start date</b>	ASAP



<b>Job vacancy title</b>	Early Years Practitioner (KISH Nursery)
<b>Provider's Name</b>	KISH Nursery
<b>Provider's Address</b>	Woodville Road Ham Richmond TW10 7QW
<b>Contact Name</b>	Katharina Haselberger
<b>Phone</b>	07908 699320
<b>Email</b>	katharina@kish-london.co.uk
<b>Job Description</b>	<p>Act as key person to a group of children.</p> <p>Keep up to date records of achievement that are shared with parents and used as a basis for planning.</p> <p>Working alongside other staff, plan, develop And carry out a range of age appropriate activities.</p> <p>Liaise with parent/carers and other staff.</p> <p>Undertake certain domestic jobs (eg preparing for some meals and snacks, cleaning equipment, clearing away equipment, and ensuring that health and safety requirements are met).</p> <p>Be willing to attend training and development courses.</p> <p>Attend regular staff meetings.</p>
<b>Days and hours of work</b>	Mon-Frid 8.30am – 1.30pm (extended hours possible by September 2019. Term Time Only.
<b>Salary</b>	TBC
<b>Qualifications</b>	<p>Early Education Educator or NVQ2</p> <p>Paediatric First Aid</p> <p>Minimum of Basic Safeguarding Training</p>
<b>Experience and skills required</b>	<p>Adequate experience in Early Years</p> <p>Motivated to work outdoors and implement forest school ideas.</p>
<b>Any other information</b>	<p>KISH Nursery is looking for an Early Years Practitioner to join our established outdoor concept, which combines indoor learning and an outdoor focus. The ideal candidate will need to be motivated to work outdoors and actively involve children in outdoor learning. We are looking for motivated staff to join our team.</p>
<b>Closing date for applicants</b>	15/7/2019
<b>Position start date</b>	29/8/2019

<b>Job vacancy title</b>	Nursery Nurse (Kids Inc Nursery)
<b>Provider's Name</b>	Kids Inc Nurseries
<b>Provider's Address</b>	East Sheen SW14 7PR
<b>Contact Name</b>	Joanne Gardner
<b>Phone</b>	020 8598 2600
<b>Email</b>	careers@kidsincnurseries.co.uk
<b>Job Description</b>	<p>Benefits:-  Childcare Discount  Free Uniform  Free DBS  Birthday Off  Pay above the National Living Wage regardless of age.</p> <p>Main Responsibilities:-</p> <p>To assist in developing and maintaining an attractive, educational play environment in line with the Early Years Foundation Stage.</p> <p>To promote children's personal, social &amp; emotional development, communication and language and physical development and contribute towards meeting children's needs within the nursery day for security, nourishment, stimulation and rest.</p> <p>To contribute to the record keeping and planning cycle in order to ensure that children receive individual consideration, access and developmentally appropriate action towards promoting their developmental needs. Take responsibility to regularly complete own key children's records within agreed timescales.</p> <p>To work proactively within the staff team to identify and take responsibility for actioning activities that promote and extend the children's learning experiences.</p> <p>To recognise the contribution of self-development to personal, team and organisation aims.</p> <p>To recognise the influence of own practise for learners within the nursery unit and contribute to the development of learners through consistent expert role modelling.</p>

	If you are interested and have an NVQ Level 3 or equivalent, please send your CV to <a href="mailto:careers@kidsincnurseries.co.uk">careers@kidsincnurseries.co.uk</a> .
<b>Days and hours of work</b>	Monday-Friday 40 hours a week.
<b>Salary</b>	£22,000.00
<b>Qualifications</b>	Childcare Level 3 or above.
<b>Experience and skills required</b>	Childcare Level 3 or above.
<b>Any other information</b>	N/A
<b>Closing date for applicants</b>	30/8/2019
<b>Position start date</b>	ASAP

<b>Job vacancy title</b>	Deputy Manager ( Chestnuts Nursery & Pre School)
<b>Provider's Name</b>	Chestnuts Nursery and Pre-school
<b>Provider's Address</b>	22 Strafford Road Twickenham TW1 3AE
<b>Contact Name</b>	Nikki Hewson
<b>Phone</b>	020 8892 0011
<b>Email</b>	chestnuts2@aol.co.uk
<b>Job Description</b>	<p>Job Title: Deputy Manager</p> <p>Hours: from 07:45 to 18:15, up to 50 hours per week, 51 weeks per annum. Option to work either a 07.45 – 16:00 or a 10.00 – 18.15 shift, a minimum of 4 days a week.</p> <p>Contract: Permanent contract with a 1 month probation period.</p> <p>Responsible Pre-school Manager and Business Manager</p> <p>Job Purpose:</p> <ol style="list-style-type: none"> <li>1. To work with managers to maintain the highest quality provision.</li> <li>2. To promote excellent practice at all times.</li> <li>3. To support and develop practice across the Early Years Foundation Stage.</li> <li>4. To support and mentor other practitioners in the skills and behaviours that safeguard and promote good outcomes for children.</li> </ol> <p>To work as part of the team to ensure the nursery / pre-school operates effectively. To act as a key educator to a group of children, to provide a safe, stimulating and caring environment which promotes children's spiritual, moral, cultural, emotional, intellectual and physical development.</p> <p>Aims and objectives: To provide high quality care and child centred play for children in partnership with parents and carers.</p> <p>Knowledge and Understanding of the EYFS</p> <ol style="list-style-type: none"> <li>1. Ensure that all practitioners understand the principles and content of the Early Years Foundation Stage and know how to put them in to practice.</li> <li>2. Support other practitioners in their continuing professional development by role modelling</li> </ol>

excellent practice.

3. Practice and promote current legal requirements, national policies and guidance on health and safety, safeguarding and promoting the wellbeing of children.

#### Effective Practice

1. To be accountable for the delivery of high quality provision within the setting.

2. Encourage other practitioners to have high expectations of all children and to demonstrate commitment to ensuring that they can achieve their full potential.

3. Establish and sustain a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure and able to develop and learn.

4. Promote the use of informed observation and other strategies to monitor children's activity, development and progress, and to use this information to inform practice and respond to children's needs.

5. Plan and provide safe, appropriate continuous provision that supports children's learning and development.

6. Select, prepare and use a range of resources suitable for children's ages, interests and abilities, taking account of diversity and promoting equality and inclusion.

7. Actively support the development of children's language and communication skills.

8. Promote positive behaviour, self-regulation and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills.

9. Promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting.

10. Establish and maintain a safe environment and employ practices that promote children's health, safety and physical, mental and emotional well-being.

11. Encourage all practitioners to recognise when a child is in danger or at risk of harm and know how to act to protect them.

12. Support the process of effective assessment, recording and reporting on progress in children's development and learning and use this as a basis for differentiating provision.

13. Encourage all practitioners to talk to children, giving constructive and sensitive feedback to help children understand what they have achieved and think about what they need to do next.

14. Introduce maintain a positive and proactive culture amongst practitioners in being able to identify and support children whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, ensuring staff know when to refer them to colleagues for specialist support.

#### Relationships with children

1. To ensure that all practitioners establish fair, respectful, trusting, supportive and constructive relationships with children, communicating sensitively and effectively with children from birth to the end of the foundation stage.

2. Encourage a culture of listening to children, paying attention to what they say and valuing and respecting their views.

3. Ensure all staff demonstrate the positive British values, attitudes and behaviour which the setting expects from the children.

#### Communicating and working in partnership with families and carers

1. Establish fair, respectful, trusting and constructive relationships with families and parents/carers, and communicate sensitively and effectively with them.

2. To work in partnership with parents / carers and other family members, providing formal and informal opportunities through which information about children's well-being, development and learning can be shared to improve outcomes.

#### Teamwork and collaboration

1. Establish and sustain a culture of collaborative and cooperative working between colleagues.

2. Influence and shape the policies and practices of the setting and share in collective responsibility for their implementation.

3. Contribute to the work of a multi-professional team and, where appropriate, coordinate and implement agreed programmes and interventions on a day-to-day basis.

	<p>Professional development</p> <ol style="list-style-type: none"> <li>1. Encourage all practitioners in the setting to develop and use skills in literacy, numeracy and information and communication technology to support their work with children and wider professional activities.</li> <li>2. Play an active role in identifying and finding ways of meeting the professional development needs of practitioners in the setting.</li> <li>3. Adopt a creative and innovative approach towards practice, by being open to opportunities for improvements, and encouraging staff to make suggestions.</li> </ol> <p>Other duties typically associated with a Deputy Manager role:</p> <ol style="list-style-type: none"> <li>1. To be responsible for all setting staff, students and voluntary workers. Supervising and supporting all personnel within the setting in their day to day duties.</li> <li>2. Reporting to the Manager about the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings.</li> <li>3. To deputise for managers in their absence.</li> </ol>
<b>Days and hours of work</b>	from 07:45 to 18:15, up to 50 hours per week, 51 weeks per annum. Option to work either a 07.45 – 16:00 or a 10.00 – 18.15 shift, a minimum of 4 days a week
<b>Salary</b>	To be agreed
<b>Qualifications</b>	Level 3 or Early Years Teaching Qualification or equivalent.
<b>Experience and skills required</b>	<p>Job Title: Deputy Manager</p> <p>Knowledge and skills, qualifications, experience</p> <ul style="list-style-type: none"> <li>• Level 3 or Early Years Teaching Qualification or equivalent</li> <li>• Experience with pre-school children at Room Leader or above is preferred.</li> <li>• Experience of working with parents and carers</li> <li>• Detailed knowledge and appreciation of the needs and development of children from birth to five years</li> <li>• Knowledge and understanding of Safeguarding</li> <li>• Ability to recognise that child care in the joint</li> </ul>

	<p>responsibility of the parent and the child carers and to encourage and develop appropriate links with parents</p> <ul style="list-style-type: none"> <li>• Ability to create a learning environment and to maintain appropriate systems and records relating to the care of the children</li> <li>• The ability to ensure that a safe and healthy environment exists for the children in the group</li> <li>• The ability and willingness to co-ordinate the team and work as a member of the team</li> <li>• The ability to oversee students and work placement staff and to monitor students' progress and complete paperwork when necessary</li> </ul> <p>This post requires an Enhanced DBS check as there will be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.</p>
<b>Any other information</b>	N/A
<b>Closing date for applicants</b>	30/6/19
<b>Position start date</b>	17/7/19



<b>Job vacancy title</b>	Level 2 Early Years Practitioner
<b>Provider's Name</b>	Chestnuts Nursery and Pre-school
<b>Provider's Address</b>	127 Colne Road, Twickenham, TW2 6RA
<b>Contact Name</b>	Nikki Hewson
<b>Phone</b>	020 8892 0011
<b>Email</b>	<a href="mailto:Chestnuts2@aol.co.uk">Chestnuts2@aol.co.uk</a>
<b>Job Description</b>	<p>Job Title Early Years Practitioner – Nursery &amp; Pre-school</p> <p>Hours: from 07:45 to 18:15, up to 50 hours per week, 51 weeks per annum. Option to work either a 07.45 – 16:00 or a 10.00 – 18.15 shift, a minimum of 4 days a week. Contract: Permanent contract with a 1 month probation period.</p> <p>Responsible to Nursery / Pre-school Manager, Deputy Manager</p> <p>Job Purpose: To be responsible for creating a positive and safe environment for the children where they are actively encouraged to learn and develop in line with the Early Years Foundation Stage Framework by:</p> <ul style="list-style-type: none"> <li>• Having a good understanding of the Early Years Foundation Stage and be able to explain the importance of play in the children's learning and development</li> <li>• Understanding children's individual needs and helping to plan activities that support their development</li> <li>• Organising and participating in planned activities ensuring that all the children are fully participating and interacting</li> <li>• Carrying out regular observations of children to check progress</li> <li>• Keeping good and accurate records to ensure children's progress can be tracked and that parents</li> </ul> <p>Job Title Early Years Practitioner – Nursery &amp; Pre-school</p> <p>Hours: from 07:45 to 18:15, up to 50 hours per week, 51 weeks per annum. Option to work either a 07.45 – 16:00 or</p>

a 10.00 – 18.15 shift, a minimum of 4 days a week.  
Contract: Permanent contract with a 1 month probation period.

Responsible to Nursery / Pre-school Manager,  
Deputy Manager

**Job Purpose:**

To be responsible for creating a positive and safe environment for the children where they are actively encouraged to learn and develop in line with the Early Years Foundation Stage Framework by:

- Having a good understanding of the Early Years Foundation Stage and be able to explain the importance of play in the children's learning and development
- Understanding children's individual needs and helping to plan activities that support their development
- Organising and participating in planned activities ensuring that all the children are fully participating and interacting
- Carrying out regular observations of children to check progress
- Keeping good and accurate records to ensure children's progress can be tracked and that parents receive a good level of information about their child's progress.
- Managing the children's routines
- Promoting equal opportunities
- Maintaining high standards of hygiene
- Undertaking certain domestic jobs within the nursery i.e. preparation of snacks and meals, cleansing of equipment, nursery and laundry
- Caring for the children's needs including helping them to eat, wash and toilet
- Ensuring that the children are playing safely
- Acting in line with Statutory Framework for the Early Years Foundation Stage and internal policies and procedures at all times

To develop and promote positive and close relationships with the parents by:

- Welcoming children and parents on arrival and collection times
- Making time to speak to parents by being available within the room at drop off and collection times
- Discussing with parents any concerns that they may have and escalate issues as appropriate

To act as a key work to specific children and have the responsibility for carrying out effective handovers with parents by:

- Ensuring a good summary of the child's day is given to parents highlighting any particular achievements/activities and ensuring that key information is relayed.
- Accurately obtain handover instructions from parents at arrival and collection times ensuring that all relevant information is passed onto staff (including Key Carer) within the room
- Inputting informal observations onto Tapestry.
- Ensure all children's documentation and paperwork is checked and updated every 6 months and used to update a parent on their child individual progress at Parents Evenings

To have a good understanding of Health & Safety requirements ensuring that children are safeguarded from harm by:

- Having a good understanding of key H&S policies and procedures in the nursery
- Ensuring the environment is kept clean and safe and that any security measures in place are fully adhered to.
- Regularly checking environment and equipment to identify any potential risks and either remove these or escalate to a member of management team
- Undertaking a H&S induction to ensure a clear understanding of all key policies and procedures, specifically including:
  1. Accident Reporting
  2. Allergy management (special dietary requirements)
  3. Fire safety
  4. Child Protection policies & procedures (being able to recognise & respond appropriately if you have suspicions/concerns)
  5. Behaviour Management (how you manage challenging and promote positive behaviour)
  6. Correct moving, lifting & handling of children
  7. Food Hygiene
  8. Medication procedure
  9. Risk assessment (understand how to identify risks and minimise/manage them (including outside activities and outings)

Actively contribute to creating a positive environment within the nursery by:

- Being clear about everyone's roles and responsibilities within the team

	<ul style="list-style-type: none"> <li>• Being a good team player and supporting others in the team</li> <li>• Respecting and valuing the expertise each team member brings to the team</li> <li>• Being personally well organised, reliable and dependable</li> <li>• Attending and participating in team meetings, one to one meetings, training events and planning meetings to ensure best practices are shared and practice is developed</li> <li>• Taking responsibility for continued professional development and work with the manager to agree a personal development plan including identifying different ways and methods to learn and improve practice</li> <li>• Having clear understanding of own role and accountabilities and recognise what matters you can and cannot deal with. To escalate issues to the Head of Unit in a timely and appropriate manner</li> <li>• Demonstrating a flexible approach and be willing to "pitch in" when things need to get done.</li> <li>• Providing support for Students based in the room to ensure that they are learning and improving their skills and practice.</li> <li>• Caring for the equipment within the room/unit including regularly cleaning and inspecting it to ensure it is safe and usable. If any items are defective and cannot be fixed to ensure that these are safely removed.</li> <li>• Managing resources (arts and craft materials, electricity, heating, etc) to ensure waste is minimised. Example: turning lights off at the end of the day.</li> <li>• Maintaining the room/unit environment to an acceptable standard of cleanliness and presentation to ensure a favourable impression is created for customers visiting the nursery helping to sell places</li> <li>• Ensuring positive customers relations (see above) are developed and maintained to aid the retention of children within the nursery.</li> </ul> <p>Aims and objectives: To provide high quality care and play focused education for children in partnership with parents and carers.</p>
<b>Days and hours of work</b>	07:45 to 18:15, up to 50 hours per week, 51 weeks per annum. Option to work either a 07.45 – 16:00 or a 10.00 – 18.15 shift, a minimum of 4 days a week.

<b>Salary</b>	To be agreed
<b>Qualifications</b>	Level 2 in Early Years, or currently studying Level 2
<b>Experience and skills required</b>	<p>Person Specification</p> <p>Job Title: Early Years Educator</p> <p>Knowledge and skills, qualifications, experience</p> <ul style="list-style-type: none"> <li>• Level 2 in Early Years, or currently studying Level 2</li> <li>• Direct work experience with babies, toddlers and pre-school children</li> <li>• Experience of working with parents and carers</li> <li>• Knowledge and understanding of EYFS</li> <li>• Knowledge and understanding of Working Together to Safeguard Children</li> <li>• Ability to recognise that child care is the joint responsibility of the parent and the child carers and to encourage and develop appropriate links with parents</li> <li>• Ability to create a learning environment and to maintain appropriate systems and records relating to the care of the children</li> <li>• The ability to ensure that a safe and healthy environment exists at all times for the children in the group</li> <li>• The ability and willingness to co-ordinate the team and work as a member of the team</li> <li>• The ability to oversee students and work placement staff and to monitor students' progress and complete paperwork when necessary</li> <li>• Understanding of the need to keep confidential records on children</li> <li>• The ability and knowledge to actively promote Equal Opportunities Policies within the Nursery and Pre-school.</li> </ul>
<b>Any other information</b>	N/A
<b>Closing date for applicants</b>	16/7/19
<b>Position start date</b>	2/9/19

<b>Job vacancy title</b>	Nursery Assistant
<b>Provider's Name</b>	Squirrels Day Nursery
<b>Provider's Address</b>	Nelson School Nelson Road Whitton TW2 7BU
<b>Contact Name</b>	Sophie Pearce
<b>Phone</b>	020 8893 3645
<b>Email</b>	squirrelsdaynursery@btinternet.com
<b>Job Description</b>	<p>Be responsible for a group of children as a key worker. Compile progress records through observations and assess development using the EYFS.</p> <p>Develop and follow individual plans for children with additional needs, seeking guidance as required.</p> <p>Supervise children at free play, outdoor play, mealtimes, sleeping and group times as required.</p> <p>Continuously develop skills and knowledge by shadowing colleagues and role modelling to children.</p> <p>Play a key role as a team member to deliver the best outcomes for the children.</p> <p>Attend AGM, Team Meetings and Parent Evenings.</p> <p>Actively participate in team discussions, with views, suggestions and ideas. .</p> <p>Be courteous and professional at all times and dress appropriately. Be flexible in attendance pattern to cover other staff, if required.</p> <p>Demonstrate excellent time-keeping, arriving promptly for work and completing tasks without delay.</p> <p>Complete records as directed in an accurate and timely manner and gain a good working knowledge of the nursery systems.</p> <p>Read and comply with the nursery policies and procedures including updates, reporting any breaches to the Manager as soon as practicable.</p> <p>Maintain a clean, safe and hazard free environment</p> <p>Assist in planning of themes and activities with regard to the early learning goals and individual needs.</p> <p>Help set up resources for planned activities, including art, singing, drama, cooking, woodwork, outings and story time. Encourage children to participate in activities.</p> <p>Clear away equipment and encourage the children to help, if appropriate.</p>

	<p>Maintain confidentiality and respect for children and staff at all times.</p> <p>Support children to develop independence with toileting (personal care), dressing, feeding and serving food.</p> <p>Share appropriate information with the team and if required make a note in the diary.</p> <p>Take responsibility for training and development to ensure continued professional development.</p> <p>Be committed to completing level 3 Early Years Childcare qualification, First Aid and any other identified training.</p> <p>Undertake care of sick children, administer first aid/medication and notify parents, in line with nursery policies.</p> <p>Work in partnership with families to nurture children to help them develop and to improve outcomes for them.</p> <p>Undertake any other reasonable duties as requested by the Nursery Manager or Management Team.</p>
<b>Days and hours of work</b>	Mon-Thurs 07:45-12:45 Term Time (potential to be all year round)
<b>Salary</b>	£7.70-£8.21 per hour plus pension offer
<b>Qualifications</b>	<p>Be committed to completing level 3 Early Years Childcare qualification, First Aid and any other identified training. Level 2 childcare qualification preferable.</p> <p>Willingness to learn is imperative.</p> <p>Literacy equivalent to GCSE English Language, grade C/4 or above</p> <p>DBS check and Registration with DBS Update Service</p> <p>Eligible to live and work in the UK (in accordance with UK Immigration and Employment Law)</p>
<b>Experience and skills required</b>	<p>Key Knowledge, Skills and Competencies:</p> <p>Working knowledge of health and safety legislation</p> <p>Accurate record keeping skills</p> <p>Good knowledge of Equal Opportunities/GDPR legislation</p> <p>Excellent planning and organisation skills</p> <p>Good problem solving skills</p> <p>Good verbal and written communication</p> <p>Effective time management skills</p> <p>Previous experience of working with young children</p> <p>Good application of EYFS Framework</p> <p>Understand play based approaches to child development</p> <p>Awareness of safeguarding/child protection</p>

	<p>Personal Attributes:</p> <p>Neat and professional appearance</p> <p>Flexible, responsive and positive attitude to change</p> <p>Be able to work effectively on own initiative</p> <p>Passion and motivation to produce quality results</p> <p>Excellent team working skills</p> <p>Full engagement with colleagues and management team</p> <p>High ethical standards and integrity</p> <p>Good listening skills</p> <p>Motivated to work effectively with young children and families</p>
<b>Any other information</b>	<p>Squirrels Day Nursery is a not for profit daycare provision. We are an equal opportunities employer and welcome applications from all sectors of the community. Data will be processed and held in accordance with the EU GDPR and UK Data Protection Act 2018 requirements.</p> <p>In line with UK Immigration and Employment legislation only those candidates who have the right to live and work in the UK need apply.</p>
<b>Closing date for applicants</b>	15/05/2019
<b>Position start date</b>	19/05/2019



<b>Job vacancy title</b>	Nursery Cook
<b>Provider's Name</b>	Squirrels Day Nursery
<b>Provider's Address</b>	Nelson School, Nelson Road, Whitton TW2 7BU
<b>Contact Name</b>	Sophie Pearce
<b>Phone</b>	02088933645
<b>Email</b>	squirrelsdaynursery@btinternet.com
<b>Job Description</b>	<p>Prepare, cook and serve healthy, appealing meals for up to 25 children, aged 2–5, in accordance with nursery policies and current legislation.</p> <p>Ensure all meals are ready at the specified time, divided into serving bowls ready for children to serve themselves. Check meals are cooked and served at the correct temperature and accurate records are maintained.</p> <p>Ensure individual dietary requirements are catered for in line with parental requests and identified allergy considerations.</p> <p>Maintain records in accordance with Environmental Health and nursery policies. Answer questions during inspections and action any recommendations without delay.</p> <p>Monitor food stocks and prepare shopping list for following week's menu, receive delivery, check for completeness, confirm sell by/use by dates are valid and pack items away.</p> <p>Place order online to receive delivery in good time and within specified budgetary limits.</p> <p>Attend local shops to purchase items if a shortfall is identified or additional items are required.</p> <p>Ensure the kitchen and equipment is clean at all times including surfaces, tiled walls, floors, trolley and deep clean, at least once a term.</p> <p>Continually assess the viability and safety of equipment, surfaces, utensils and crockery, reporting any concerns to the Management Team, in a timely manner.</p> <p>Adopt a robust cleaning schedule to ensure that all crockery, cutlery and cooking utensils are washed and dried in accordance with food safety guidelines.</p> <p>Defrost and clean freezer and refrigerators in line with policies.</p> <p>Implement and maintain the nursery's equal opportunities policy ensuring that children, parents and staff are valued and respected. Be courteous and professional at all times and dress appropriately.</p>

	<p>Read and comply with nursery policies and procedures including updates, reporting any breaches to the Management Team as soon as practicable.</p> <p>Demonstrate excellent time-keeping, arriving promptly for work and completing tasks without delay.</p> <p>Observe safeguarding issues in accordance with regulatory, local authority procedures and nursery policies.</p> <p>Liaise with Nursery Manager on the ordering or replacement of kitchen equipment and fixtures and fittings.</p> <p>Take responsibility for professional development, ensuring all essential training qualifications are up to date.</p> <p>Undertake any other reasonable duties as requested by the Management Team.</p>
<b>Days and hours of work</b>	20 hrs per week (Mon-Fri 09:30-13:30)
<b>Salary</b>	£9.75 per hour plus pension offer
<b>Qualifications</b>	<p>Minimum Level 2 in Food Hygiene Allergen Awareness Training or willing to work towards qualification</p> <p>Literacy equivalent to GCSE English Language, grade C/4 or above</p> <p>Willing to undergo DBS check and Registration with DBS Update Service</p> <p>Eligible to live and work in the UK (in accordance with UK Immigration and Employment Law)</p>
<b>Experience and skills required</b>	<p>Working knowledge of health and safety legislation</p> <p>Accurate record keeping skills</p> <p>Excellent planning and organisation skills</p> <p>Good problem solving skills</p> <p>Good verbal and written communication</p> <p>Effective time management skills</p> <p>Maintain a clean and hygienic environment</p> <p>Awareness of cultural and religious dietary restrictions</p> <p>Be able to work to a budget</p> <p>Awareness of safeguarding/child protection</p> <p>Neat and professional appearance</p> <p>Flexible, responsive and positive attitude to change</p> <p>Be able to work effectively on own initiative</p> <p>Passion and motivation to produce quality results</p> <p>Excellent team working skills</p> <p>Full engagement with colleagues and management team</p> <p>High ethical standards and integrity</p>

<b>Any other information</b>	<p>Squirrels Day Nursery is a not for profit daycare provision. We are an equal opportunities employer and welcome applications from all sectors of the community. Data will be processed and held in accordance with the EU GDPR and UK Data Protection Act 2018 requirements.</p> <p>In line with UK Immigration and Employment legislation only those candidates who have the right to live and work in the UK need apply.</p>
<b>Closing date for applicants</b>	15/05/2019
<b>Position start date</b>	20/05/2019







