



Mission Statement

To provide the best quality care for children aged 3 months to 5 years in a loving, caring and stimulating environment.

Responsibilities

OPERATIONAL

To work as a member of the nursery team, showing initiative and creativity to foster an environment which encourages the children's all round development.

Ensure each individual child's routine is maintained in accordance to **PiXieS** procedures, parent's wishes and the child's needs.

Be a reliable member of a team, working co-operatively and with flexibility.

Observe each child's progress and report on achievements, looking for progression and continuity. Where appropriate, participate in a 'Keyworker' system and take a special interest in a specified number of children.

Work in partnership with parents / guardians, encouraging them to participate in their child's progress and development.

Supervise & interact with children during play (indoor and outdoor) and during mealtimes.

Assist with planning a programme of activities, suitable for the age range of the children, following the guidelines for the implementation of the current government guidance birth to three / Early Learning Goal.

Attend parent meetings, be involved in fund-raising events and assist with the promotion of the nursery as required.

Assist with the creation of a stimulating and attractive nursery environment.

PERSONAL

Assist with the care, maintenance and security of all equipment and toys within the nursery.

To attend staff meetings and training sessions as required (minimum 2 staff meeting, 3 courses).

Participate in all self-development activities, including performance reviews etc...

HEALTH & SAFETY

Undertake a shared responsibility for health, safety and cleanliness throughout the nursery and the nursery equipment.

Ensure the general cleanliness of the children at all times.

Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food service areas.

Have a good knowledge with all emergency and security procedures, e.g. fire procedures, routines for dropping off and collecting children.

GENERAL

Adhere to all **PiXieS** policies and procedures including preparation of reports and any other duties as required.

Ensure the **PiXieS** Equal Opportunities Policy is adhered to at all times.

Ensure the National Standards are adhered to.

Ensure **PiXieS** behavior policy is adhered to at all times.

Personal Specification

	Essential	Desirable
NNEB, BTEC, NVQIII or equivalent childcare qualification.	✓	
Prepare to undertake professional development, as appropriate.	✓	
Previous experience working within a Nursery.		✓
Previous childcare experience with age range three months to 5 years.		✓
Good communication skills (oral and written).	✓	
Affinity with young children.	✓	
Ability to develop positive relationships with colleagues, parents,	✓	
Knowledge of Health & Safety issues.	✓	
Knowledge and understanding of Children Act.	✓	
Knowledge and understanding of Equal Opportunities.	✓	
First Aid Certificate.		✓