

Nursery Staff Job Description

About Sandleford:

At the heart of St Gabriel's is Sandleford, where a daily warm welcome awaits children from the age of 6 months to 5 years. Open across 50 weeks a year from 7.30am to 6.30pm, our experienced and qualified staff nurture, encourage and support all the children, ensuring they feel both happy and secure in our care.

Sandleford has a warm and homely atmosphere where children become happy, confident and independent learners. Each session is carefully planned to excite and interest every child, with an emphasis on investigation and exploration using multi-sensory methods - see/hear/feel/do.

Sandleford Priory dates back to the early Middle Ages and is set within beautiful Capability Brown parkland, which provides a gracious setting in which to work.



Role purpose: To provide a warm, caring and stimulating environment which promotes safe, high quality care and education for all children in accordance with the EYFS, and in a way that supports the beliefs of Sandleford Nursery.

Reporting to: Room Leader

Hours of work: Condensed 4 day working week, 07:15-18:30, full year role

Main Duties & Responsibilities

1. Work with children

- To effectively deliver the EYFS curriculum by interacting and engaging in play opportunities with children so that their progress is being encouraged in all areas of learning and development. Ensure that the individual needs and interests of the children are met.
- Participate in a "key person" system and take a special interest in a specified number of children ensuring their learning journeys, individual planning records and relevant information and paperwork are kept up to date. Ensure each key child's individual information on I Connect is currently up to date and that all relevant information is shared with the parent and other key adults.
- Ensure the nutritional needs of the children are met and food safety regulations complied with.
- Assist with the feeding, toileting, washing and general care of children.
- Ensure children are kept safe and understand safeguarding procedures.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To ensure the children are cared for in a happy, safe and stimulating environment.

2. Team work

- To develop and maintain professional relationships and strong partnerships with parents and carers, ensuring close communication, both verbally and written is maintained.
- To ensure parent consultation sheets for focus children are emailed to parents weekly and followed up appropriately.
- To support the Room Leader, colleagues, students, temporary staff and volunteers and be a positive role model working as part of a team.

- Assist with the preparation of the nursery for ISI inspections & action any recommendations made by the inspector, in consultation with the Nursery Manager/Room Leader.
- To assist with the organisation of and attend out of hour's meetings and events such as staff meetings, training courses, open days.
- Be responsible for taking part in all self-development activities such as continuous professional development reviews.

3. Compliance and Standards

- Ensure high standards of quality within the Nursery including the environment, resources and experiences offered to children.
- To ensure high standards for health and safety, hygiene and cleanliness are maintained throughout the nursery at all times.
- To take part in all aspects of daily routine undertaking responsibilities such as the preparation of mealtimes, cleaning of equipment etc.
- To read, understand and be responsible for ensuring all policies and procedures are being implemented.
- To advise the Manager/Deputy of any concerns e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To follow all procedures as set out in the Sandleford procedural handbook.

Whilst this position will generally be associated with a particular age group room, staff are required to be flexible and work across all other areas of the setting at the request of the Nursery Manager.

The post holder is responsible for promoting and safeguarding the welfare of children and young persons with whom he/she comes into contact and will adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children of the school, s/he must report any concerns to the school's Designated safeguarding Lead or to the Principal.

Qualifications, training and experience:

- Minimum NVQ Level 2, or equivalent in Early Years
- 1 year of experience with children under five years
- Excellent written and verbal communication skills
- Sound knowledge of the EYFS
- Knowledge of safeguarding procedures

Summary of main terms and conditions:

- Condensed 4-day week with regular non-working day
- Competitive salary
- Birthday bonus scheme
- Retail discounts
- Paid time for out-of-hours meetings
- Coffee and lunch provided free of charge during term time
- Regular training
- Free parking
- Uniform provided
- Staff discount on nursery and school fees
- Occupational pension scheme
- Group Life Assurance cover

To apply: Please apply by completing a St Gabriel's Application Form (available on school website www.stgabriels.co.uk). Completed forms should be returned by email to hr@stgabriels.co.uk or by post to Angela Morris, St. Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD. Informal visits welcomed, tel. 01635 555680.