

## Job Description: Nursery Practitioner Level 3

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| <b>Hours:</b>      | 39.5 hours per week   |
| <b>Contract:</b>   | TTO 1yr Fixed Term Contract – Maternity Cover (Sept 26-July 27)               |
| <b>Salary:</b>     | Ark Schools Band 3: Actual Salary £23,101 to £24,146 (FTE £24,482 to £25,583) |
| <b>Start date:</b> | September 2026  |

### The Role

To provide high standards of care and education for children aged between 2-11 years within a safe and stimulating supporting environment. Working closely with colleagues to deliver engaging play-based activities, observing and accessing children progress, and working closely with families. With strong commitment to safeguarding, positive behaviour and child centred practice.

Children's welfare must be of paramount importance.

### Key Responsibilities

- Work as part of a team of nursery practitioners supporting children attending the nursery, breakfast club and after school club.
- Demonstrate a strong understanding of child development and Early Years pedagogy.
- Always maintain a high standard of professional conduct with an inclusive child centred, restorative approach to the care and education being provided.  
Plan, deliver and evaluate a broad range of engaging activities in line with the EYFS and our curriculum, ensuring each child's physical, intellectual, emotional and social needs are met.
- Prepare materials and equipment at the start of each session and clearing away at the end. All toys, equipment rooms and play areas must always be kept safe and hygienic and as clean and tidy as is practicable, this involves damp dusting, minor cleaning and mopping up of spillage, etc, but will exclude major cleaning.
- Ensure that toys and equipment are properly used, withdrawing immediately or rendering harmless any potentially dangerous items and arranging repair or proper disposal thereafter. Also reporting, immediately to senior staff, any repair or maintenance work required to the fabric of the building.
- Ensure that senior staff are kept informed of the physical and emotional security of the children, and that anything about a child that gives cause for concern is reported to you line manager/nursery manager immediately and acted upon accordingly.
- Provide first aid (training provided)
- Ensure that safeguarding policy and procedures are always upheld.
- Attend to the needs of the children. Generally fostering their development, independence and self-reliance.
- Always adopt a flexible and teamwork approach to work including providing the necessary cover for other staff in emergency situations, etc, as directed by and within the limits of registration requirements. When necessary, staying late with children ensuring that emergency arrangements are made for them to be reunited with their parent/carers.
- To continue personal development by attending and being an active part in ongoing coaching and training, within the whole school and nursery, by agreement with the

Nursery Manager to keep skills and qualifications up to date with current legislation and practice.

- Build strong partnerships with families and external agencies to support children's outcomes.
- Support trainee/students' staff and act as mentors.
- Be part of whole school training and reflective practice.
- To work as part of a team providing breakfast and afterschool club for Ayrton primary school children (up to 11yrs)

## **Key Person**

### **JOB DESCRIPTION**

As per your role within the nursery

#### **Job Purpose**

To be part of our Early Years team playing a central role in delivering high quality care learning and development for young children, in line with the Early Years Foundation Stage.

Children's welfare and wellbeing must be of paramount importance.

#### **Key Responsibilities.**

- To create a nurturing, fun, safe and caring nursery environment that meets the needs of every child.
- To plan, implement and evaluate a range of activities that engage, challenge and develop the skills and knowledge of children in line with our curriculum.
- To be responsible for sharing child's progress, achievements and next steps with families.
- To support children, settle into the nursery routine and liaising with parents to ensure a smooth and successful transition into nursery and future transitions. This will involve home visits and parent's meetings.
- To actively promote the safety and welfare of our children and young people.
- To work alongside the SENCO, DSL and Nursery Manager to support child and family's needs.
- To effectively communicate with colleagues and families.
- To ensure routines are effective and meet the needs and development of the children.
- To work effectively alongside external agencies linked to key children. (Speech therapy, health visitor etc.)
- To be responsible for making parents/carers aware of any issues that arise and arranging an appropriate time and location for discussions to take place.
- To maintain child and nursery paperwork
- To create and maintain, when needed, learning plans, liaising with parents/carers and SENCO throughout.
- To build strong, positive relationships with families and colleagues.
- To be empathetic and respectful to each family's needs.
- To always act with the child's best interests in mind.

All Key Person duties will be discussed and monitored in your supervisions with Lead Practitioners and Nursery Manager

## **Special Conditions**

To assist in covering opening hours of the Nursery (7:30am - 5:00pm) as requested. Staff meetings will be held Wednesdays 4:00pm - 5:00pm. This will form part of your contracted weekly hours.

Occasional hours (out of usual hours) may be required for training or special events.

Offer flexibility for staying late or starting early to cover staff sickness or leave as requested

Safeguarding issues must be dealt with the appropriate training and updated as required.

All staff are required to gain and maintain a current first aid certificate. DBS clearance at enhanced level and 2 references will be required

## **Corporate Responsibilities**

1. The above range of duties and responsibilities is not exhaustive; postholders will be expected to perform work of similar level and responsibility when requested to do so.
2. Observe duty to all Health and Safety rules and take all reasonable care to promote the health and safety of yourself and others.
3. Ensure that the Nursery's principles of confidentiality are adhered to all times.
4. Act in a way that supports and promotes Ark Schools Inclusions Policy, which aims to ensure everyone has equal treatment and equal access to employment and services.

***This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.***

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on [this link](#).*

## **Person Specification for Early Years Practitioner level 3.**

### **Qualifications and training**

- Level 3 in Early Years childcare and education (or equivalent)
- First aid – desirable

### **Knowledge, Skills and Experience**

- A great Early Years practitioner, with at least 1 years' experience working in an Early Years setting is desirable.
- Demonstrable commitment to raising attainment of all children
- Experience and knowledge of the EYFS curriculum and framework and child development and pedagogy
- Good knowledge of the legislation and guidance for the EYFS
- Experience and understanding how to improve and sustain an effective behaviour policy
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

### **Behaviours**

- Genuine passion for and a belief in the potential of every child
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- A strong commitment to inclusion, ensuring every child is valued and supported.
- Highly effective team member
- High level of self-awareness and self-management
- Reflective and proactive in seeking feedback to constantly improve practice

### **Other**

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all children
- This post is subject to an enhanced DBS check and reference checks.