



# SHERFIELD SCHOOL

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## JOB PROFILE - Nursery Practitioner:

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<b>JOB TITLE:</b>	Nursery Practitioner
<b>REPORTS TO:</b>	Sandra Battershall

<b>SCHOOL/ DEPARTMENT:</b>	Sherfield School, Nursery
<b>LOCATION:</b>	Sherfield on Loddon

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### PURPOSE OF THE JOB:

To be a key worker responsible for the welfare, care, learning and all round development of children in Sherfield Nursery

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### 1. ORGANISATION CONTEXT: Management Structure

Head of Nursery  
Head of Pre-Prep

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### 2. PRINCIPAL ACCOUNTABILITIES

- To support the education and welfare of pupils, in accordance with the requirements of the Terms and Conditions (Contract), the Employee Handbook, aims and policies;
- To share in the corporate responsibility for the well being and discipline of pupils, following procedures as detailed in the school's Child Protection and Safeguarding, Behaviour Policy and Health and Safety Policies;
- To work as a valued member of the school team promoting a positive environment and demonstrating reliability, initiative and creativity;
- To foster an environment in which the children are encouraged in their all round development and where high standards of education are provided;
- To assist in the planning of activities suitable for the age range of the children, following the Early Years Foundation Stage Curriculum;

- To assess children in line with school policy completing relevant profiles and using the tapestry programme;
- To take responsibility for individuals and groups being clear about the learning objectives and assessments required;
- To organise resources ensuring that they are clean, correctly stored with labels and well maintained;
- To work with colleagues in order to ensure that the setting is clean, tidy and ready for use at the start of each session, particularly ensuring that the kitchen and food hygiene meets legal requirements;
- To supervise children during break times;
- To share responsibility for producing high quality displays and a stimulating and attractive environment;
- To shop for items as required;
- To undertake the care of sick or unhappy children;
- To supervise children awaiting collection if required;
- To advise the Line Manager of any matter requiring attention;
- To build a positive relationship as part of our 'Partnership with parents';
- To attend briefings, staff meetings/parental consultations/school events as required;
- To promote the good work of the school in the wider community;
- To participate in professional development and performance review procedures;
- To support any reasonable request by the line manager and leadership team.

## **PERSON SPECIFICATION**

The following attributes are required of the post holder:

- a clear understanding of and commitment to the high level of quality assurance which drives every aspect of GEMS and the school;
- good oral, written and ICT communication skills;

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- excellent organisational skills with the ability to prioritise, plan, adapt and meet deadlines;
  - excellent inter-personal skills including a willingness to accept positive criticism; the ability to listen to and empathise with others; sensitivity and discretion;
  - high standard of personal dress;
  - high levels of commitment, motivation, energy and enthusiasm;
  - good health and attendance record;
  - sense of humour;
  - the ability to think creatively and to solve problems;
  - an awareness of when to seek advice and support.