



**Job Title:** Early Years Worker  
**Reporting to:** Nursery Manager  
**Direct Reports:** 0

**Job Band:** Band 8  
**Size of Team:** 102

The job holder will be a key part of the Nursery team and required to assist with the day to day running of the nursery. Providing a safe and secure environment, where children can be supported to reach their full potential. The job holder will be able to plan and provide safe, stimulating and meaningful play experiences for their key group, as well as the other children within the nursery environment. They will be required to comply with all policies and procedures required by Ofsted, also to maintain stringent compliance with all Health & Safety policies and all other relevant legislation.

## Key Responsibilities

- Ensure that the high standards of care are maintained within the nursery at all times, actively participating in the development of the children, whilst supporting and extending their learning
- Plan appropriate activities for their key group using the EYFS as guidance. Assist other members of the team in planning activities which are targeted to suit the individual child's stage of development
- Maintain precise and accurate records of development and progress. Including but not limited to observations, learning journals, 2 year checks and progress reviews
- Develop effective working relationships with parents/carers and other family members. To share information and place value on the information that is shared with you
- Liaise with parents regarding the care of their children and encourage active participation in all nursery activities
- Develop your role within the nursery whilst maintaining a professional relationship with the area SENCOs, Early Years Advisors, Health Visitors and other professional bodies including St John Ambulance policies and procedures
- Maintain a clean and safe environment at all times, following nursery and St John Ambulance Health and Safety policies, also ensuring that any concerns are reported to senior staff members immediately
- Ensure proper adult interaction is maintained at mealtimes and ensure that all dietary requirements are fully complied with
- Develop and maintain a good understanding of all safeguarding procedures relating to children, and ensure correct protocol is followed at all times
- Be involved in occasional out of hours working, including monthly staff meetings, parents days, training and other events as requested by senior members of staff
- Work with the nursery manager/team members ensuring the continued and effective operation of the nursery, maintaining quality standards in all areas
- Undertake any other duties as directed by line managers necessary, to maintain standards and the proficient and operation of the nursery

## You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills



## BE PART OF A LIFE SAVING TEAM



## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to GCSE level or equivalent (Grade C)		✓
Child Care and Education Level 3 qualification or equivalent	✓	
First Aid Training		✓
Health & Safety - First Aid Training	✓	
Safeguarding children training	✓	
<b>Experience</b>		
Experience of working with children 18 months - 5 years in a child care setting		✓
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal skills with ability to communicate effectively at all levels		✓
Ability to use Microsoft® applications at intermediate level	✓	
A good knowledge of child development for children from birth to eight years	✓	
An understanding of why play based learning is so important for children's learning and development	✓	
Knowledge of the Early Years Foundation Stag	✓	
A good understanding of Ofstead and experiences of inspections		✓
Understanding if Safeguarding children and correct procedures	✓	
Awareness oOf Health & Safety requirements	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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