

Bank Staff, Leatherhead

Position: Bank Staff
Sector: Early Years
Location: Leatherhead, Surrey
Residency: United Kingdom
Salary: Competitive
Contact: Amanda Horn/James Horn



Setting name: **Little Oaks Children's Nursery**

Description:

We are looking to build up an established team of bank staff and are currently seeking people who are passionate about childcare to work in a new setting in Leatherhead. Opened early March 2015, this is a new and exciting opportunity. With a healthy capacity of 83 children, from the ages of 3 months up to 5 years, Little Oaks has a huge potential for growth. This is your chance to work with a family run business and make your mark towards providing an 'outstanding' service for children and their families within the local community.

As a bank staff member you will not be contracted to set hours but can be called upon to cover holidays, absence and reduced staff levels.

Little Oaks is committed to the safeguarding of children, therefore all appointments are subject to receiving an enhanced disclosure from the Disclosure and Barring Service (DBS), as well as appropriate references. This role would suit a person wanting flexible working hours who is passionate about caring for children and you don't have to be qualified. Bank staff members are vital to the smooth day-to-day running of the nursery and are valued members of the team; you will build relationships with children and parents/carers and fully involved in nursery life. If you are interested in becoming a part of Little Oaks team, please get in touch today! Send your covering letter and CV, with a full working history to recruitment@littleoakschildrensnursery.co.uk For more information please email or contact us on 01372 877060.

Roles & responsibilities

- Ensure the personal needs of each child are met.
- Read, understand and apply Little Oaks policies and procedures and ensure they are adhered to at all times. Ensure that any changes to policies and procedures are adhered to.
- Build and maintain positive working relationships with children, team members, parents and carers. To be positive role model to children, parents and carer's to ensure that the philosophy of Little Oaks is always portrayed.
- Maintain a positive attitude at all times with children, parent's visitors and work colleagues.
- Supervise and support children at all times.
- Following the guidance of qualified nursery practitioners prepare and supervise activities.
- Help sustain an attractive, stimulating and welcoming environment.
- Ensure that best practice and provision in the setting adheres to the guidance and regulations set out by Early Years Foundation Stage.
- Ensure you report to your line manager of any concerns or issues regarding Little Oaks policies and procedures.
- Ensure confidentiality, where appropriate, is maintained.
- Attend regular staff meetings and undertake training as required.
- Work as part of a team to ensure that the Little Oaks philosophy is maintained.
- To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment, putting out bins, doing the laundry, etc. Also flexibility with regard to working in different rooms as and when required ensuring effective operation of the nursery.
- Ensure equal opportunities are adhered to at all times.