

## Nursery Practitioner's, Leatherhead



**Position:** Nursery Practitioner's  
**Type:** Permanent/ Full-time  
**Sector:** Early Years  
**Location:** Leatherhead, Surrey  
**Residency:** United Kingdom  
**Contact:** James Horn/Amanda Horn/ Louise Zimmerman

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

### **Description:**

Currently recruiting for a hardworking, dynamic, creative Nursery Practitioner to work in a brand new setting in Leatherhead. Opened early March 2015, this is a new and exciting opportunity, which will allow you to be involved in the business from the start. With a healthy capacity of 80 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.

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 will suit someone who has experience and wants to progress their career to the next level, develop new skills and can bring innovative ideas to the business. 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@littleoakschilrensnursery.co.uk](mailto:recruitment@littleoakschilrensnursery.co.uk) For more information please email or contact us on 01372 877060.

### **Nursery Practitioner**

#### **DUTIES AND RESPONSIBILITIES**

1. To provide the highest standards of quality care and education.
2. To ensure that health and safety and security measures are constantly maintained.
3. To be aware of and act in accordance with current legislation, policy and procedures.
4. To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff.
5. To keep a proper record of achievement file on your key children, for parents.
6. Work alongside parents of special needs children to give full integration in the Nursery.  
Foresee the needs of Special Needs children and give physical, emotional, intellectual guidance as appropriate.
7. Support all staff and engage in a good staff team.
8. To work in close partnership and to develop and maintain good relationships with parents / carers and other family members.
9. To attend ALL out of working hours activities, e.g. training, staff meetings, parents evenings, events, etc.
10. 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 to ensure effective operation of the nursery.
11. Work alongside the Manager and staff team to ensure that the vision, philosophy and objectives behind Little Oaks are fulfilled.

12. To respect the confidentiality of information received.
13. To develop your role within the team especially in your capacity as a key worker:
  - *keep children's files up to date including photographs*
  - *complete observations*
14. Specific Child Care Tasks:
  1. *The preparation and completion of activities to suit the child's stage of development.*
  2. *To ensure that mealtimes are a time of pleasant social sharing.*
  3. *Washing and changing children as required.*
  4. *Providing comfort and warmth to all children.*
  5. *Providing conscientious and effective supervision of the children*
  6. *To interact and engage with the children*
15. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
16. To be aware of the high profile of the nursery and to uphold its standards at all times. To be an ambassador for Little Oaks day nursery both within the nursery and in the wider community.
17. To ensure good standards of hygiene and safety standards appropriate for the needs of young children.

**ADDITIONAL RESPONSIBILITIES:**

**Nursery Practitioner**

1. To initiate and conduct effective risk assessment.
2. To ensure planning and observations are being completed.

**Qualifications or Training:** • NNEB, BTEC National Diploma, NCFE, NVQ level 2/3 or equivalent

**Personal Qualities & Attributes:** • Willing to work flexibly to meet the needs of the service. Must be a self-starter, and be able to work on their own initiative and bring new ideas to the business