



Job Description Level 3 Early Years Educator

Reporting to: Senior Nursery Nurse, Deputy Manager, Manager & Directors

Job Purpose:

- To provide high standards of childcare and education, to include providing a safe, caring environment to enable the development of the whole child through individual attention and group activities.
- To work under the direction of the Nursery Manager and follow the guidelines set down by Ofsted and the EYFS.
- To promote the aims and objectives of Caterpillar Day Nursery Ltd

Dimensions:

- Direct responsibility for assigned key children
- Direct responsibility for all the children within the nursery
- Team work
- Liaise with parent and carers

Key Accountabilities:

- To deliver a programme of activities suitable to the age range of the children in conjunction with other staff
- Deliver a programme of childcare which meets legislative standards and considers children from differing cultures, religious backgrounds and those who may have additional needs
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the Company.
- To keep accurate and up to date profiles on key children.
- To be responsible for the Health and Safety standards appropriate for the needs of young children.
- To ensure confidentiality of information received
- Demonstrate positive and proactive attitudes and behaviours throughout the nursery.
- Liaise with parents, other carers and staff to help ensure that the particular needs of children are met.
- Ensure the nursery environment is safe, hygienic, tidy and well presented at all times.
- Ensure all Company procedures are followed correctly e.g. recording of accidents and the collection of children.
- Ensure mealtimes are a valuable social occasion.
- Washing and changing of children as required.
- To attend staff meetings, training sessions and promotional events outside normal working hours.
- To attend all training courses and CPD that are required, as requested by the Nursery Manager.

Other Accountabilities:

- Any other duties as reasonably requested by the business in line with the development of Caterpillar Day Nursery Ltd.

- To take responsibility for personal compliance and align with Company Health and Safety Policies, ensuring safe working practices are maintained which minimise the risk to self, work colleagues, parents, carers and children.

Framework and Boundaries:

- Work within Caterpillar Day Nursery Ltd's policies, processes and competencies.
- To continually work towards developing skills professionally and to obtain relevant qualifications in line with Government legislation.

PERSONAL ATTRIBUTES:

1. Education & Qualifications

- GCSE Mathematics and English or equivalent
- Evidence of further level NVQ level 3 / 4 qualifications or equivalent

2. Skills & Abilities

- Analytical skills, with an aptitude for problem solving, negotiation and conflict resolution. Able to deal with Children, Parents, colleagues
- Ability to communicate verbally and in writing across a range of different audiences
- Skill using Word, Excel, and e-mail

3. Experience & Knowledge

- Experience with dealing with possible risks when dealing with specialist provision, predicting maintenance and keeping the environment safe
- Ability to empathise with the pupils, the parents and other stakeholders

4. Core Qualities

- **Self-Awareness** - learns continuously and effectively adapts behaviour in relation to feedback
- **Personal Effectiveness:** makes things happen; operates with resilience, flexibility and integrity
- **Communication:** shares and listens to information, opinions and ideas, using a range of effective approaches
- **understands customer needs and responds appropriately**

5. Other Requirements

- Commitment to promoting equality and diversity across the business sites.

I HAVE CAREFULLY READ AND UNDERSTOOD THE ABOVE JOB DESCRIPTION AND AGREE TO CARRY OUT ALL THE DUTIES DETAILED WITHIN IT:

Full Name:

Signature:

Date:

For office use only:

This job description has been discussed and explained in detail during initial induction meeting:

Manager signature:

Staff signature:

Date: