



FORRES SANDLE MANOR

JOB DESCRIPTION: Nursery Key Worker

Post: Nursery Key Worker

Reporting to: Nursery Manager and Head of Lower School

Responsible for: Key children

OVERVIEW

The role of the Key Worker is to provide support to the Nursery Manager and Nursery Room Leader with the management and smooth running of the Nursery and to deliver the best possible environment and highest standards of care and education for the pupils.

The role of the Key Worker at FSM School is one of great importance. You will be in the position of introducing our children to a world away from their parents, possibly for the first time. You will be a personable, patient, kind and warm individual who can engender the trust of both small children and adults alike and you will be able to build on these early relationships to meet the developmental needs of all the children in your care across the EYFS Development matters. You will be an extremely creative person, able to respond dynamically to the needs of children and you will be energetic and enthusiastic in your ability and desire to provide a rich and changing learning environment according to the interests of your children. You will be an effective communicator, both verbally and in the written word and you will be able to liaise with parents, professionals and external agencies, providing a high level of customer care and service.

ROLES AND RESPONSIBILITIES:

- To deliver and ensure a high standard of learning, development and care for children aged 2 - 5 years. To assist and support the Nursery Manager and Nursery Room Leader with the day to day activities of the setting.
- Contribute to planning and evaluation of high quality provision and stimulating activities which meets individual needs both indoors and outdoors.
- Understand the stages of young children's learning and development and the benefits of maximising time spent learning outdoors.
- To ensure that the Nursery is a safe environment for children, staff and others.
- Develop partnerships with parents/carers to increase involvement in their child's development.
- Under the direction of the Nursery Manager/Nursery Room Leader, be responsible for a key group of children.
- Be reflective of practice and routines, working with the Nursery Room Leader, tailoring them to meet development stages of each child throughout the day.

- Observe and assess individual children’s learning and development, ensuring records, learning journeys and Home-School books are kept up-to-date and are shared effectively.
- Overall day to day support of the Nursery Manager and Room Leader.
- To contribute to the efficient running of the Nursery and overall delivery of a high quality service.
- To ensure that the Nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- Support the development of a high quality Early Years Foundation Stage curriculum organise the learning environment and develop appropriate resources as required.
- To uphold Ofsted/ ISI requirements at all times.
- To understand and work with Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To play a part as a Key Worker to a cohort of children.
- To ensure all assessments, reports and records are made and kept in accordance with the policies and procedures of FSM
- To undertake any other reasonable duties as directed, in accordance with FSM’s aims and objectives.

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	<p>Minimum Level 3 qualification in Children and Young People’s Workforce or equivalent.</p> <p>Paediatric First Aid</p>	Food Hygiene Certificate
Experience/ Knowledge	<p>A minimum of 2 years recent experience, working in a Preschool /Nursery setting. Excellent working knowledge of the statutory requirements of legislation, including the EYFS Statutory Framework, Child Protection, Safeguarding, British Values, Equal Opportunities and Health and Safety.</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p> <p>Excellent understanding of the EYFS Development Matters from birth to five, including the Pupil Profile.</p>	<p>A knowledge and understanding of Tapestry</p> <p>Training and experience working with babies and toddlers would be an advantage.</p> <p>An understanding of behaviour management</p>

	<p>Enthusiasm and knowledge of Outdoor learning and Forest School.</p> <p>The ability to respond to children’s initiatives and developmental needs with creative and purposeful activities.</p> <p>The ability to support and organise a continuous provision in a Free Flow environment.</p> <p>EYFS welfare, learning and developmental requirements including the ability to carry out a two year old assessment and to identify learning needs and SEN.</p> <p>Ability to identify next steps to enable a child to develop to their potential and the ability to contribute to planning.</p> <p>The ability to monitor and report the Health and Safety of the Learning environment to the Manager/Room Leader</p>	
<p>Skills & Attributes</p>	<p>The ability to promote FSM’s and the Nursery aims positively.</p> <p>The ability to develop and encourage positive working relationships.</p> <p>Provide clear and accurate reports of the stages of development and targets for next steps for key pupils, by regularly sharing observations via pupils online learning journey, reporting and parents evenings.</p> <p>The ability to communicate with parents, staff and children regularly and honestly. .</p> <p>To be able to create a happy, challenging and effective learning environment both inside and out, differentiating for different ages and stages of development.</p> <p>The ability to work as part of a team.</p> <p>The ability to deal with conflict in an appropriate manner.</p> <p>The ability to be reflective and learn from past experiences.</p> <p>The ability to show resilience and work under pressure.</p> <p>The ability to show empathy and understanding of children under five.</p>	

	<p>The ability to use ICT effectively to promote teaching and learning and to monitor children's progress and to communicate with parents and carers.</p> <p>Engage with FSM/Nursery policy, ensuring professional practice adheres to the principles within it</p> <p>A calm and caring nature.</p>	
Personal Qualities	<p>Reliable, approachable, open, creative, trust-worthy, committed, empathetic, enthusiastic, energetic, organised, efficient, flexible, patient, resourceful, kind, determined and to enjoy the company of children</p>	

Original certificates will be required as proof of qualification.

All other attributes will be assessed using the contents of the Application Form, at interview, and with professional references.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the schools' child protection procedures and staff guidance at all times. Forres Sandle Manor is an equal opportunities employer.

HOURS OF WORK

40 hours per week on a rota basis covering hours between 7.30am – 6.00pm Monday to Friday

The above job description is a broad outline only. Other duties appropriate to the post may be allocated following discussion and any further training as required.

To apply please go to the schools website and download an application form from the vacancies section which is to be completed and returned to bkendall@fsm.school.com