

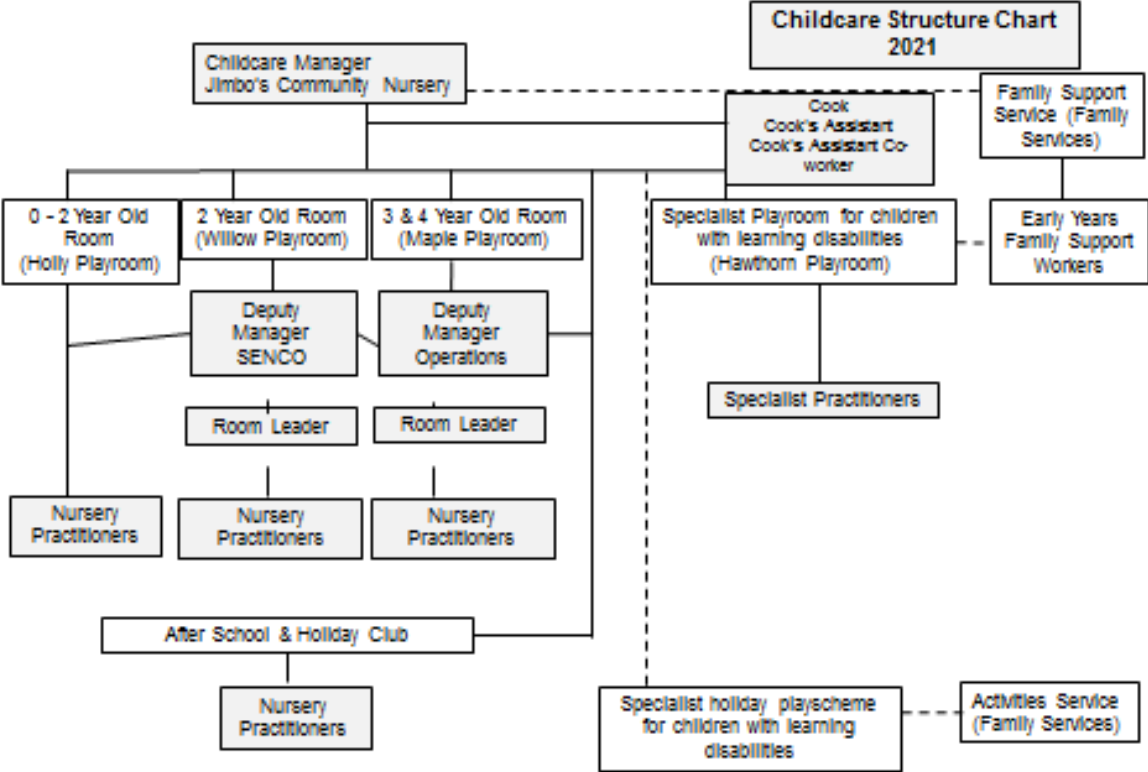


**Jimbo's Community Nursery
Nursery Practitioners**

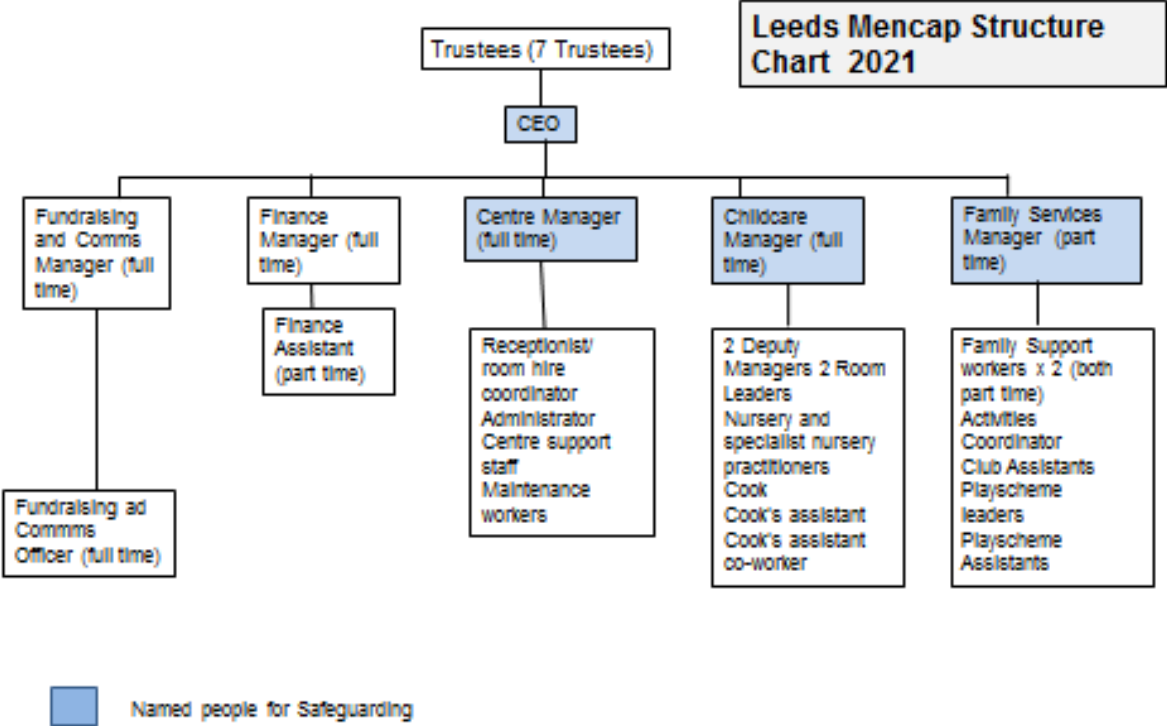
APPLICATION PACK

Closing date:	Sunday 20th June 2021
Shortlisting:	Monday 21st June 2021
Interview date:	Wednesday 30th June 2021

Childcare Structure



Where Childcare sits in Leeds Mencap





Leeds Mencap opened a purpose built nursery, Jimbo's Community Nursery, in 2016. The nursery, after school club and holiday club offers childcare to children aged 0- 11 years. Jimbo's Community Nursery includes a specialist playroom for children with additional needs. We are looking for confident and skilled Nursery Practitioners to support the childcare team to deliver high standards of care and education within the mainstream nursery.

The nursery is busy and vibrant and you'll need to be positive, flexible, creative and conscientious. You'll have a track record of providing high quality care and education to children. Team working is an essential requirement of the role and we'll expect you to be able to build positive relationships with colleagues and parents to support the development of the children attending the nursery. You'll be skilled at planning and carrying out a range of fun and exciting activities in line with the Early Years Foundation curriculum and be able to adapt these to a diverse range of needs. It is essential that you have an empathetic, supportive and non-judgemental attitude towards others.

You will hold at least a Level 3 Childcare Qualification.

This is a fantastic opportunity to work for an ambitious local charity that is passionate about all children achieving their potential.

We are committed to safeguarding children and all posts are subject to an enhanced DBS check.

For more information please contact Abigail Cunningham on 0113 2475030 or e-mail abigail.cunningham@leedsmencap.org.uk

Job Title: Nursery Practitioner
Post 1: 40 hours per week, Monday to Friday, all year round
Reporting To: Deputy Manager
Salary: £9.13 per hour, £19,026 per annum
Annual Leave: 28 days plus the 8 normal bank/public holidays.
Playroom: Holly Playroom (children aged 6 months-2 years)

Job Title: Nursery Practitioner
Post 2: 30 hours per week, Monday to Friday, all year round
Reporting To: Deputy Manager
Salary: £9.13 per hour, £19,026 per annum (pro rata)
Annual Leave: 28 days plus the 8 normal bank/public holidays (pro rata)
Playroom: Holly Playroom (children aged 6 months-2 years)

Job Title: Nursery Practitioner
Post 3: 30 hours per week, Monday to Friday, all year round
Reporting To: Deputy Manager
Salary: £9.13 per hour, £19,026 per annum (pro rata)
Annual Leave: 28 days plus the 8 normal bank/public holidays (pro rata)

Playroom:	Willow Playroom (children aged 2-3 years)
Job Title:	Nursery Practitioner
Post 4:	15 hours per week, 3pm-6pm, Monday to Friday, term time only
Reporting To:	Deputy Manager
Salary:	£9.13 per hour, £19,026 per annum (pro rata)
Annual Leave:	Part time and term time only employee's annual holiday entitlement is pro rata. All holidays must be taken during normal School holiday periods. Your pro rata entitlement is 5.6 weeks x weekly hours. Annual leave will be paid as part of your annual salary.
Playroom:	Oak Playroom (After School Club, children from 4-11 years)
Job Title:	Nursery Practitioner (Bank)
Post 5:	Hours per week are depending upon availability and pre-agreed
Reporting To:	Deputy Manager
Salary:	£9.13 per hour
Annual Leave:	Your pro rata entitlement to holidays will be calculated on an average of hours worked in the previous 12 week period.
Playroom:	Working across all playrooms with children from 0-11 years.

Main duties and responsibilities:

Strategic:

- To work under the guidance of the Childcare Manager and Deputy Managers.
- To establish positive working relationships with your colleagues and any other professionals that work with the children and their families.
- Work with other childcare providers to promote the successful transition of children into other settings.

High Standards of Care and Education for the Children:

- Effectively implement the settings policies and procedures.
- Encourage working practices that positively promote the children's health, safety and general wellbeing.
- Protect children from danger.
- Liaise with parents/carers to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.
- Sustain a safe, welcoming, purposeful, stimulating and encouraging environment.
- Promote the use of informed observation and other strategies to monitor children's activity, development and progress systematically and carefully, and to use this information to inform, plan and improve practice and provision.
- Support the process of effective assessment, by accurately recording the children's developmental progress.
- Plan and provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities in indoor, outdoor and in out-of-setting contexts, which enable children to develop and learn.
- Select, prepare and use a range of resources suitable for children's ages, interests and abilities, taking account of diversity and promoting equality and inclusion.
- Actively support the development of children's language and communication skills.

- Promote positive behaviour, self-control and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills.
- Work in partnership with parents, colleagues and other professionals to ensure co-ordinated support for children with additional needs.

Relationships with children and families:

- Establish fair, respectful, trusting, supportive and constructive relationships with children, by communicating sensitively and effectively with children.
- Listen to children, pay attention to what they say and respect their views.
- Establish fair, respectful, trusting and constructive relationships with families and parents/carers, and communicate sensitively and effectively with them.
- Work in partnership with parents/carers and other family members, providing formal and informal opportunities through which information about children's well-being, development and learning can be shared to improve outcomes.
- To ensure effective means of communication to families using the centre regarding the provision, including through letters home, notice boards, etc.

Staff and Team Development:

- Complete a staff induction programme.
- Attend and positively contribute to staff meetings.
- Attend relevant training courses.

General Operational:

- Ensure that all Ofsted requirements are met.
- Ensure the safety and wellbeing of children in your care working within safeguarding policy and procedures.
- Ensure the efficient and hygienic upkeep of the rooms and facilities.
- Ensure the confidentiality of information about families accessing the setting, complying with Data Protection Act.
- Assess the safety of equipment and resources within the setting.
- Keep up to date with the nutritional needs of the children, so that that specialist diets are adhered to and to ensure individual feeding programmes are implemented.
- To provide cover to deliver within the setting as needed.
- Any other duties and tasks as requested, to support organisational activities, such as fundraising events and staff meetings.

Business, Marketing and Administration:

- To provide child development reports as required.

Person Specification for Nursery Practitioners – posts 2 and 3

In order to fulfil the requirements of the post, applicants must meet the following criteria. Candidates will only be short listed for interview if they can demonstrate in their application that they can, or have the potential, to meet these criteria (essential criteria are marked (E) and desirable criteria are marked (D)).

Criteria	How this will be assessed	Essential/Desirable
Experience		
Experience of working in an early years setting.	Written application, interview and references	E
Experience of working with children in the 0-5 age range and their families.	Written application, interview and references	E
Experience of working as a member of a committed and driven early year's team.	Written application, and interview	D
Experience of planning and carrying out an exciting and fun range of activities in line with the Early Years Foundation Stage.	Written application, interview and test	E
Experience of working with parents and carers from a range of backgrounds.	Written application and interview	D
Skills		
Clear communication skills with both adults and children, in writing and verbally.	Written application, interview and test	E
Creative in approach to children's learning and development.	Written application, interview and test	E
Responsive to change and can adapt to new systems and flexible working patterns.	Written application and interview	E
Able to plan and prioritise in a flexible and informed way.	Written application and interview	E
Clear commitment to equality and diversity.	Written application and interview	E
Ability to work collaboratively with colleagues and other professionals.	Written application and interview	E
Proficient in the ability to complete well written observations on the children's developmental achievements.	Written application and test	E
Can plan an enjoyable and challenging range of activities across the different areas of learning and development.	Written application, interview and test	E

Knowledge and Qualifications		
Hold a Level 3 childcare qualification.	Sight of qualification	E
GCSE Maths and English at Grade C or above or evidence of equivalent aptitude.	Sight of qualification	E
EYFS Observation, Assessment and Planning training.	Sight of certificate	D
Paediatric First Aid Certificate.	Sight of certificate	D
Able to demonstrate a commitment to ongoing personal and professional development.	Written application, interview and test	E
Knowledge of the Code of Practice for Special Educational Needs.	Written application and interview	D
Knowledge of key legislation relating to childcare.	Written application, interview and test	E
Knowledge of child protection issues and policies and relevant Safeguarding Children Board procedures.	Written application and interview	E
Working knowledge of relevant Health and Safety requirements.	Written application and interview	E
Working knowledge of Food Hygiene requirements.	Written application and interview	D
Ability to respect confidentiality.	Written application and interview	E
Understanding of voluntary sector/not for profit organisations.	Written application and interview	D