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**Job Description**

**Job title** – Early Years Educator

**Purpose of post**

* To contribute a high standard of physical, emotional, social and intellectual care for all children in the nursery
* To give support to other team members throughout the nursery
* To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

**Key areas**

* Work with and support children
* Work as part of a team
* Build and maintain strong partnerships with parents.

**Responsible to**

* Nursery Manager/Room Leader

**Duties and responsibilities**

* To contribute to a programme of activities that meet the individual needs and interests of children in your base room in conjunction with other team members
* To keep records of your key children’s development and learning journeys and share this with parents, carers and other key adults in the child’s life
* Engage in good team working
* Liaise with and support parents and other family members
* To attend out of working hour’s activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.
* To be flexible within working practices of the 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 etc.
* Work alongside the Manager and staff team to ensure that the nursery’s philosophy is fulfilled
* Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
* Recording accidents on Accident Forms, ensuring the Room Leader has initialled the report before the parent receives it
* Look upon the nursery as a "whole" where can your help be most utilised, be constantly aware of the individual needs of all children
* Ensure someone known and agreed by the nursery and parent collects the child
* To respect the confidentiality of all information received.

**Specific childcare tasks**

* The preparation and completion of activities to suit each individual child's stage of development and interests
* To develop your role within the team especially with regard as a key person
* To ensure that meal times are a time of pleasant social sharing
* Washing and changing children as required
* To ensure good standards of safety, hygiene and cleanliness are maintained at all times
* Ensuring a poorly child is kept calm and warm and management is notified immediately
* To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
* To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
* To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.