

Early Years Practitioner (Maternity Cover)

Department:	Nursery
Hours:	40 hours per week, All Year Round
Working Pattern:	Monday – Friday, 8 hours per day, with one-hour unpaid break
Salary:	£28,683.20 per annum (£13.79 per hour)
Contract Type:	Maternity Cover, for a year
Reporting to:	Nursery Manager
Direct Reports:	N/A
Location:	Nursery

The Role

Job Purpose:

The Early Years Practitioner will work as part of a team to plan, support and develop the education and care of young children aged 3 to 5 years.

Key Outputs & Responsibilities:

- Plan, develop and extend learning for all children
- Organise and lead small group and individual activities
- Be the key worker for a group of children
- Liaise with other nursery staff to share information about individual children
- Follow health and safety and child protection guidelines and procedures at all times
- Assist in the organising, layout and clearing of the indoor and outdoor play areas ensuring all equipment is hygienic and well maintained
- Attend to all aspects of children's care and wellbeing, including assisting with toileting and changing, administering first aid and medication
- Fostering and maintaining good relations with children, colleagues and parents
- Participate in reporting and progress monitoring for children
- Engage in Staff Review and CPD
- Participate in nursery staff meetings
- Contribute to the development and implementation of the nursery improvement plan
- Ensure the positive management of children's behaviour at all times
- Undertaking such other duties as the Rector may from time to time determine
- Leading and participating in parent's evenings 2 per year.

Person Specification

Essential:

- SVQ 3/ HNC In Childcare / Education or equivalent
- Experience of working in early years establishments

- A dynamic approach to learning and teaching
- Empathy with children - especially aged 3-5
- Enthusiasm and drive
- An open and approachable manner
- A comprehensive knowledge of current Early Years educational initiatives and procedures according to National guidelines
- The ability work within a team
- Excellent oral and written communication skills
- Excellent observational and organisational skills
- High standard of IT skills
- Ability to communicate and liaise effectively and sensitively with parents
- A commitment to ongoing professional development
- Ability to work on own initiative

Desirable:

- Flexibility and a sense of humour

The School requires all newly appointed staff to undertake a check with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

To progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our [Staff Privacy Notice](#). In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about High School of Dundee's use of data please contact us.

