

Bank Staff



Job title: Bank Staff

Responsible to: Nursery Manager (site dependent)

Overall Responsible to: Operational Manager/Senior Manager

Purpose of the job: To work as part of the team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting. To be flexible and travel in accordance with Company requirements to carry out all necessary nursery practitioner duties.

Main duties

1. To assist with observations and evaluations of the children using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
3. Work in partnership with parents/carers and other family members.
4. To advise the Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To support children, offering an appropriate level of support and stimulating play experiences.
6. To ensure that children are kept safe and that you understand when to follow child protection procedures.
7. To safe strategies and support meal times within the setting.
8. To actively participate at team meetings, supervisor meetings and appraisal meetings when required.
9. To attend training courses as required and to take responsibility for your development.
10. To keep completely confidential any information regarding the children, their families or other staff, which is required as part of the job.
11. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
12. To ensure that adequate records are kept and updated regularly.

13. Look upon the Company as a 'whole'. Be flexible within your working practises and travel required and be constantly aware of the changing needs of the children and nursery & Company needs.
14. To promote the nursery to current parents and potential customers.
15. To undertake any other reasonable duties as directed by the Manager/Operational Manager, in accordance with the setting's business plan/objectives.

It is the nature of working in a nursery that tasks and responsibilities are on occasion unpredictable and varied, so to retain flexibility this job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Operational Manager/Manager.

Person specification

Essential criteria

1. Willingness to learn.
2. Level 2/3 early years education and childcare qualification or equivalent.
3. Previous experience of working with young children.
4. Sound knowledge of child development for children from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of child protection procedures.
7. Good communication skills.
8. An understanding of play based approaches to children's learning and development.
9. Commitment to equal opportunities.
10. Commitment to working effectively with young children and families.
11. Flexibility and awareness of own organisation
12. Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Willingness to undertake further training.
2. Current First Aid at Work qualification.
3. Current Food Hygiene certificate.

Terms and conditions

Hours: 15 hours guaranteed per week across all sites if required

Salary range:

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a disclosure barring scheme check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.