



**ABBOTSFORD PREPARATORY SCHOOL**  
Striving for Excellence

211 Flixton Road · Urmston · Manchester · M41 5PR

<b>Job Description</b>	
<b>Abbotsford Preparatory School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.</b>	
<b>Post title:</b>	<b>Nursery Practitioner</b>
<b>Hours:</b>	<b>Full Time, Mon to Fri between 7:30am to 6:00pm, All Year Round</b>
<b>Remuneration:</b>	<b>Based on experience</b>
<b>Responsible to:</b>	<b>Head</b>
<b>Start Date:</b>	<b>Immediate Start Available</b>
<b>Main Responsibilities:</b>	<p>To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage working with students aged 1-4. This is a physically demanding job which requires an adequate level of mobility and fitness, which will include;</p> <ul style="list-style-type: none"><li>• To provide a wide variety of activities for the children that is suitable to their individual stages of development.</li><li>• To ensure that child records, on Tapestry are kept up to date.</li><li>• To build up relationships with the parents in order to build communication between home and pre-school for the child.</li><li>• To ensure the provision of high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.</li><li>• To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the nursery.</li><li>• To undertake certain domestic jobs within the pre-school, e.g. cleaning of equipment etc. and the cleaning of rooms. Ensuring the pre-school is kept clean and tidy.</li><li>• Also to keep up to date with the Health and Safety at work Act.</li><li>• To record accidents/incidents on the correct forms.</li><li>• To always ensure that someone known and agreed by the pre-school and parent, collects the child.</li><li>• To accompany small groups of children on regular local outings.</li><li>• To assist in the provision of support and guidance to students on placement.</li><li>• To attend staff meetings, termly parents evenings, and occasional social functions.</li><li>• To assist with serving the children's lunches.</li><li>• You will be required to participate in staff training and annual assessments of progress.</li><li>• To ensure that all policies/procedures and risk assessments are read and understood.</li></ul>

- To respect the confidentiality of all information received.
- To carry out any other duties requested by Head of Prep.
- To be aware of the high profile of the Pre-School and to uphold its standards at all times both within work hours and outside.
- To be happy and approachable

### Person Specification

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications:</b>	Excellent literacy and numeracy skills.  A teaching assistant qualification or the equivalent gained through experience.	Further qualifications with regard to child protection and/or SEN such as Level 2 or Level 3 Trained  NVQ Level 3	Application Form  Production of the Applicant's certificates  Interview
<b>Experience:</b>	Experience of working with children aged 2+, preferably within an educational context.	Recent experience of working in education.  Experience of working with children with special educational needs.	Application Form  Production of the Applicant's certificates  Interview  Professional references
<b>Skills:</b>	An ability to communicate effectively both verbally and in writing.  An ability to devise and implement a range of strategies to support learning and enjoyment of learning.  Good literacy and numeracy skills.		Application Form  Production of the Applicant's certificates  Interview  Professional references

<b>Knowledge:</b>	Knowledge of various special educational needs.		Application Form Interview
<b>Personal Competencies and Qualities:</b>	<p>A genuine enthusiasm for working with children with commitment to overcoming barriers to learning.</p> <p>An ability to inspire confidence with a positive attitude.</p> <p>An ability to strike a good professional rapport with children, staff and parents.</p> <p>Being a positive role model and be flexible to the needs of the students.</p>		Application Form Interview