



JOB DESCRIPTION

Department:	Childcare & Education
Post:	Early Years Practitioner
Responsible to:	Room Leader
Job Purpose:	The Level 3 Early Years Practitioner supports the delivery of the Early Years Foundation Stage (EYFS), providing high-quality care and learning experiences tailored to each child's individual needs. They help create a safe, nurturing environment that promotes children's development, well-being, and independence.

MAIN DUTIES AND RESPONSIBILITIES

Childcare

- Hold a full and relevant Level 3 qualification in Early Years or Childcare, as required to meet statutory framework and regulatory standards.
- Plan and deliver stimulating, age-appropriate activities that promote holistic development in line with the Early Years Foundation Stage (EYFS).
- Foster warm, trusting relationships with children, families, and colleagues to support a positive and nurturing learning environment.
- Regularly observe and assess children's progress, maintaining accurate and up-to-date learning journals and contributing to tailored development plans.
- Prioritise the safety and well-being of all children by consistently following safeguarding policies and procedures.
- Encourage children's independence, self-esteem, and social skills through purposeful interactions and play-based learning.
- Promote inclusive practice, providing appropriate support for children with additional needs or developmental delays.
- Create and maintain an inclusive environment that reflects and celebrates the cultural and individual diversity of all children.
- Act as a key person for a designated group of children, forming secure attachments and supporting individual learning and care routines.
- Collaborate effectively with team members to uphold high standards of care, education, and continuous improvement.
- Engage in ongoing professional development through regular training, supervision, and participation in staff meetings

Health & Safety

- Assist in maintaining a clean, safe, and well-organised environment that supports children's learning and well-being.
- Support the completion of routine health and safety checks in accordance with company policies and procedures.
- Follow the control measures outlined in company risk assessments to minimise potential hazards.
- Adhere to hygiene, health and safety, and COSHH regulations to contribute to a safe and compliant working environment.

- Comply with uniform and personal hygiene standards as outlined in the Employee Handbook and relevant policies.
- Promptly report any accidents, incidents, or health and safety concerns to the appropriate person to help safeguard children, staff, and visitors.

General

- Responsible for duties associated with the nursery playroom(s), such as maintaining children's records and any other duties as reasonably requested.
- Adhere to all Company policies and procedures.
- To meet deadlines as set by the Company.

Other

- Take annual leave with prior notice.

Additional Duties

- Safeguarding children is the responsibility of all members of Millfield Nurseries Ltd staff.
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.
- Millfield Nurseries Ltd is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the company stays compliant with statutory child protection and safeguarding guidelines issued to the company by Ofsted.

Millfield Nurseries Ltd (MNL) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the Nursery by Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

MNL will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. MNL makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with MNL. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within MNL are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

“ I understand the duties and commitment statement listed above.

“ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....