

About Octagon & Mimi's

Octagon Nursery Ltd & Mimi's Nursery Ltd (encompassing Mimi's Holiday Club) are pack-away Nurseries in London NW3, providing early education and childcare for children ages 2-5, including provision of government-funded places.

Early Years Practitioner

The role of the Early Years Practitioner is part of the nurseries Education Team and will report to the Deputy Managers.

During Term time they are responsible for delivery of high-quality care and education to meet the needs of the children enrolled in the nurseries. They are responsible for planning and organising activities within the Education Program defined by the Management Team.

During Holiday Periods, they are responsible for delivering activities and care emphasising creativity and freedom of expression within a holiday club framework defined by the management team.

The Early Years Practitioner should know regulatory requirements, and customer service and have a passion for high-quality care and learning for young children.

Direct Report:

Deputy Manager

Key Working Relationships

- Nurseries Management Team: Owner, General Manager, Deputy Managers & Business Professionals.
- Education Team: Early Year Practitioners, Apprentices
- Local Authority
- Business suppliers & freelancers

To maintain the efficient and smooth running of the nurseries, you may also be required to assist in other areas of the business and carry out other work and duties as workload requires

Job Description

Responsibilities

Teaching and Curriculum Responsibilities

- Have a solid grasp of the Early Years Foundation Stage (EYFS) curriculum.
- Assist the Management Team with planning, preparation, and delivery of the curriculum and evaluation of activities.
- To promote high standards, progression, continuity, and quality of learning.
- To observe children as individuals and in groups and monitor behaviour progress and possible developmental needs, utilising specialist knowledge and experience.
- To create Pupil Progress reports.
- To set targets for key children.
- To write formal reports for the children during the summer term.
- To be responsible for the planning, setting up, and clearing away activities in the Nursery.
- To prepare classrooms and outdoor areas for play activities before the morning session and pack away after the afternoon session.

Child Welfare and Supervision

- To act as a key carer to a group of children, settling in children and working closely with families.
- To be part of the key person system and carry out related responsibilities in building relationships with groups of children and their families.
- To be concerned with the general welfare of the children, including matters relating to personal hygiene and health.
- To participate in snack time and school lunches with the children.
- To undertake outdoor play supervision within the Nursery.
- To undertake supervision in line with the late collection policy.
- To provide simple first aid, and take all reasonable measures to ensure health and safety in the nursery.

Administrative and Record-Keeping

- Take attendance of children and escalate absences to the Deputy Manager if absence list has not been received from General Manager.
- To ensure up-to-date records of the children's progress as part of the monitoring and reviewing educational work programmes within the individual portfolios, and to track children's progress through the production of portfolios.
- To prepare notes for parent meetings and write formal reports for the children during the summer term.
- To update records and assess, when necessary, with the Management Team.
- To maintain accurate records and document all information and communications as needed.
- To ensure accurate and effective children's records are kept and follow internal policies and procedures.
- Review and follow the weekly diary schedule.

Parent and Community Engagement

- To promote the work and image of the school by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public, and the wider community.
- To lead parent meetings with parents of children in key groups.
- To undertake setting up and maintaining effective and efficient communication with parents.
- Ensure that the display boards are attractive and up-to-date.

Staff Collaboration and Professional Development

- To adhere to the school's policies with special reference to the learning support, safeguarding and child protection, and equal opportunities policies, and to help promote inclusion in the school.
- To attend departmental staff meetings and other staff meetings as required.
- To attend planning meetings during the holidays as and when required.
- To undertake INSET courses as necessary for professional development.
- To foster a positive and collaborative work environment, and provide feedback where needed.
- To lead, promote, and implement policies relating to diversity and equality.
- To be clear and proactive in communicating holiday, sickness, or other needs which may affect staff rotas and ratios.

Compliance and Reporting

- Assist with adherence to policies and procedures to ensure compliance with the Children's Act and Health and Safety Legislation, within Ofsted requirements and guidelines.
- Update The Management Team on matters affecting the nursery, including staffing and performance issues regularly, or immediately with serious noncompliance issues.
- To abide by nursery policies.

Facilities and Equipment Maintenance

- Clean and maintain the nursery environment, including bathroom, kitchens, windows floors and surfaces to a high standard as and when required.
- To maintain, repair, and clean equipment e.g., books, aprons, dressing-up clothes, toys, games, etc., and to tidy up after use.
- Provide accurate inventory of materials and equipment to the Deputy Manager to ensure prompt restocking.

Targets:

- Ensure all policies and procedures are understood and are implemented
- Foster a positive and collaborative work environment.
- Support the Deputy Managers to ensure staffing ratios meet statutory requirements
- Escalate any noncompliance issues immediately if you are unable to resolve them.
- Ensure 100% accuracy in records
- Undertake and record risk assessments where required.
- Complete all safety drills as scheduled without fail.
- Work with the Management Team on putting on at least four parent partnership events per year.
- Complete all CPD requirements and maintain personal qualifications

Experience & Skills

- Ideally holding a minimum level 3 early years practitioner qualification or equivalent
- Paediatric First Aid Qualification
- Safeguarding trained
- Comfortable communicating with a wide audience both orally and in writing
- Have a professional approach to parents and colleagues
- Be comfortable with manual handling in the workplace (training will be provided)
- Be personally motivated, and show energy and enthusiasm to work with children
- Be comfortable with the use of computers for planning and communication purposes
- Possess a proactive approach to Continuous Personal Development (CPD)
- Possess the ability to think and act through reasoned decision-making.
- Demonstrate a proactive approach to the role, and the ability to work without direct supervision
- Possess initiative, the willingness to learn, improve and adapt
- Be comfortable dealing with and efficient in processing paperwork.

Other Information

- Workplace Pension
- 3–6-month probation period
- Wage is competitive and commensurate with education and experience

Working Hours – Subject to Contract & Availability

- The Early Year Practitioner role is full-time (52 weeks) and requires 40 hours per week, of which approximately 30-35 hours will be on site.

Term Time

- The role will be based on site, at either Mimi's or The Octagon, but you may be required to work at subject to staffing requirements.
- The site operating hours for the role are between 07:30 and 15:15, Monday to Friday, with start time subject to set up requirements and ratio needs.

Holiday Club

- The Holiday Club is based at Mimi's
- The Holiday Club runs up to 10 weeks of the year (Christmas subject to how bank holidays fall)
- The Holiday club operating hours are between 08:00 and 15:15, Monday to Friday, with start time subject to set up requirements and ratio needs.

Independent Administrative and Training Hours:

- There will be times when additional meetings, training or administrative work will be required, the role requires this work to be completed outside of the site operating hours, within the 40 hours per week,

Holiday Entitlement

Your holiday entitlement will be calculated pro-rata, depending on your hours compared to a full-time schedule.

Full-time employees (52 weeks) receive 28 days per year, including public holidays. Of which mandatory holiday days will be required for

- One week summer shut down (typically last week of August subject to bank holidays)
- Approximately 5-8 days over the Christmas period subject to how bank holidays fall.

If you work fewer hours, your holiday allowance will be proportionally less. For example, working 50% of full-time hours will entitle you to 50% of the full-time holiday allowance.

If you work only during term time, you will take all your holiday entitlement outside term dates. This will be paid over twelve equal monthly instalments over the year and separately identified in your pay statement.