



JOB DESCRIPTION

Nursery Facilitator

Employer:	Bonny Downs Community Association (BDCA)
Job Title:	Nursery Facilitator
Hours:	Full time (40 hours per week)
Pay Rate:	£11.069 per hour
Responsible To:	Nursery Manager
Working With:	Nursery Children, BDCA Staff, Parents/Carers, External partners including but not limited to Local Authority, Schools, Children's Centres. Regulatory bodies and other agencies and professionals associated with the Nursery
Location:	The Well Community Centre, 49 Vicarage Lane, London, E6 6DQ
Requirements:	Within reason to comply with requests to work outside normal hours to fulfil the role or to provide cover from time to time. This includes requests from the nursery to work long days (9 hours).

AIM OF POST:

To work as part of a team in providing a safe, structured, and stimulating setting for children aged between 0 and 4 years old which enables children to thrive personally, socially, physically and educationally.

Main Responsibilities

Childcare & Education

- Working as part of a team in ensuring that a welcoming place is created that offers an engaging, wide programme of activities which enables children to thrive personally, socially, physically and educationally
- Working as part of a team in ensuring that all children attending the nursery receive a rich and stimulating experience appropriate to their age and stage of development
- Act as a Key Worker for a small group of children & monitor and record their progress to ensure they reach their developmental targets and are accessing the curriculum holistically alongside the Early Years Foundation Stage
- Comply with the Early Years Foundation Stage framework and all relevant legislations and guidance for young children in accordance with nursery policy and guidelines
- Undertake certain domestic duties within the Nursery, i.e, preparation of meals, snacks & milk, cleansing of equipment

- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties
- Encourage children's development in self-assurance, independence, making choices and self-selecting
- Help prepare children for the transition into school life
- Support the Nursery Manager and staff during inspections by regulatory bodies and assist in the implementation of any recommendations
- Incorporate the 3 core values of Bonny Downs Community Association, 'Inclusion, Celebration & Empowerment' into the delivery

Partnerships

- Develop and maintain effective engagement with parents/carers and other family members as well as with relevant partner organisations and professionals associated with the Nursery
- Provide feedback and daily reports to parents/carers about their child's day at the Nursery
- Work alongside parents/carers of special needs children in order to achieve full integration within the Nursery.

Health and Safety

- Adhere to all health and safety policy and procedures. especially safeguarding children, equal opportunities, behaviour management and health and safety.
- Carry out health and safety checks as required to ensure the room/nursery is tidy, safe, clean and secure for children, staff, parents/carers and visitors and left tidy and cleared away at the end of the day
- Adhere to the Nursery risk assessments and ensure all Nursery Health and Safety procedures are followed
- Ensure Accidents and Incidents are recorded in the accident/incident book and the Manager & Parents/Carer's are notified accordingly
- Ensure that all information relating to Bonny Downs Nursery its operation, children, staff and parents/carers is treated with the utmost sensitivity and confidentiality

Operational

- Undertake administrative duties associated with the day-to-day running of the nursery, such as keeping registers, child profiles and observations
- Working as part of a team to ensure resources, toys and equipment are organised, stored correctly, cleaned regularly

General

- Adhere to all Company policies and procedures
- Ensure that all complaints and concerns are passed onto the Manager
- Attend monthly staff meetings and training sessions as and when required
- Undertake compulsory training to fulfil the role and attend training and development courses as directed by the Manager to engage in continuous professional development

Other Duties

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility involved. Such variations are a common occurrence. Excellent team working and individual personal development are key to the BDCA's success in delivering its business aims and objectives. Therefore, all staff are expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

Equal Opportunities

Bonny Downs Community Association has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees and volunteers to promote its policies in their work. The equality, diversity and inclusion policy applies to employment and advancement and all employees will be recruited, trained and promoted on the basis of abilities, job requirement and fitness for that work. No applicant or employee should receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, or be disadvantaged by requirements that cannot be shown to be justifiable.

Public Relations

Bonny Downs Community Association attaches considerable importance to the public relations aspect of its work. It is therefore essential to develop and maintain professional working relationships with all users, colleagues and partner organisations.

Please note: We particularly encourage applications from Black, Asian and Minority Ethnic (BAME) candidates, as these groups are currently under-represented in our organisation.