



CATHOLIC CHILDREN'S SOCIETY JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Early Years Practitioner/Nurse Nurse
HOURS:	35 hours per week (Monday to Friday 9am to 5pm)
LOCATION:	St. Francis Family Centre, Poplar, E14
LINE-MANAGER:	Centre Coordinator
SUPERVISOR:	Senior Early Years Practitioner/Senior Nurse Nurse
START DATE:	May 2023
SALARY:	£24,675 per annum
BENEFITS:	27 days annual leave p.a. (pro rata); up to 11% employer pension contribution; employee assistance scheme

ORGANISATION INFORMATION

The Catholic Children's Society (CCS) is one of the largest providers of mental health services to schools in London and the Southeast. We also provide outstanding early years education and family support, including offering emergency assistance for families in crisis. We have over 70 permanent staff and work with children and families of all faiths and none; our sole aim is to help those in greatest need so they can overcome the challenges they face, achieve their potential and have better chances in life.

PURPOSE OF THE JOB

To work with the Centre Coordinator and Senior Early Years Practitioner to provide safe, high-quality education and personalised care for children from age two. The postholder will be highly motivated and passionate about delivering outstanding early years provision, helping children have the best possible start in life so they can go on to achieve their full potential.

DUTIES AND RESPONSIBILITIES

- Work with the Senior Early Years Practitioner to develop a safe and stimulating learning environment for children.
- Deliver outstanding individual work with children in line with the EYFS Development Matters Framework, focusing on advancing their Prime Areas of Learning and Specific Areas of Learning.
- Promote the personal, social and emotional development of children at nursery.

- Establish excellent relationships with children and families from diverse cultures and backgrounds.
- Work confidently with children with a range of additional needs, providing sensitive and effective support for them and their parents/carers.
- Be aware of the physical safety and well-being of the children and administer first aid and comfort as required.
- Attend outings and day trips with children and parents/carers.
- Make observations of children's play, behaviour and any concerns and keep accurate records of children's progress.
- Work closely with parents/carers helping to enhance their knowledge and understanding of child development and support them with parenting issues.
- Update our online CRM with daily/weekly reports on the children.
- Ensure all records are properly maintained and updated e.g. daily attendance register, accident and incidents.
- Complete monitoring required for funders.
- Carry out home visits as and when required.
- Be responsible for the hygiene, safety and general care of equipment.
- Raise any safeguarding concerns swiftly and through the proper channels, in line with the CCS Safeguarding Policy.
- Undertake weekly grocery shopping for the centre.
- Work to all CCS policies and procedures.
- Work in line with CCS's vision, mission, and values
- Any other duties appropriate to the post as directed by management.

Note

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly and positively to support our organisational goals and business needs. This job description is a guide to the level and range of responsibilities which the post holder will initially be expected to undertake. It is not exhaustive and will be subject to review/change to meet evolving circumstances and demands. It will not form part of the post-holder's contract of employment.

PERSON SPECIFICATION

Essential

Experience and Qualifications

- Minimum Level 3 qualification in early years education.
- Experience of working with or caring for young children, ideally of early years age.
- Good understand of child protection and safeguarding issues and procedures.
- Understanding of the Early Years Foundation Stage Framework.
- Good knowledge of Ofsted standards and requirements.

Skills and Attributes

- A passion for making a difference to the lives of children and families.
- Initiative and creativity.
- Responsible, patient, approachable and caring.
- Excellent verbal and communication skills with children and parents.
- Good written communication skills
- Adept at using IT with the ability to use CRM systems (training will be provided).
- Ability to develop positive relationships with parents/carers.
- Work constructively as part of a team.
- Flexible and adaptable
- Understanding of and respect for confidentiality.
- Commitment to equal opportunities and diversity.
- Able to work on own initiative
- Reliable, enthusiastic and flexible

This post requires an Enhanced DBS and satisfactory references.