

**ITCHEN COLLEGE  
JOB DESCRIPTION**

<b>Post Title:</b>	Child Care Practitioner
<b>Grade:</b>	SCP 1
<b>Reporting to:</b>	Nursery Manager/Assistant Principal (Community Engagement & Business Development)

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**Main Responsibilities:**

- To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Day Nursery
- To give support to other personnel within the Day Nursery
- To implement the daily routine in the base room
- Adhere to the Nursery's Safeguarding policy & procedures
- To be responsible for opening and shutting the nursery each day

**Main Duties:**

- Formulate and operate a programme of activities suitable to the age range of children attending the Nursery, in conjunction with the Manager
- Prepare the children's records in your group and institute reviews for parents, in conjunction with the Manager
- Work alongside parents of special needs children to achieve full integration within the Nursery
- Foresee the needs of special needs children and give physical, emotional, intellectual guidance as appropriate
- Support all staff and engage in a good staff team
- Liaise with and support parents and other family members

- To be responsible for the safe opening and closing of the Nursery buildings each day, adhering to all policies and procedures.
- Undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleansing of equipment
- Undertake any training as required by the Manager
- Ensure your knowledge and practice through training is up to date
- Maintain a good standard of hygiene
- Such other duties as may reasonably be allocated by the Nursery Manager/Director within the purview of the post