

## **JOB DESCRIPTION – KEY PERSON**

### **Purpose of Post:**

- To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
- To give support to staff within the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnership working with parents to enable children's needs to be met.

### **Responsible to:**

Nursery Manager, Deputy Manager, Third in Charge, Nursery Teacher, Room Leader

### **Main Duties:**

- To keep records of your key children's development and learning in partnership with parents, carers and other key adults in the child's life.
- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning in partnership with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise management/leadership of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support supply staff, students and volunteers.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake and lead on additional responsibilities (such as SENCO, training co-ordinator, safeguarding Officer etc) as required.

**Personnel Specification – Key Person**

<b>Attributes</b>	<b>Criteria</b>	<b>Rank</b>
Education and Training	Minimum of a relevant and recognised Level 3 qualification	Essential
	Evidence of ongoing personal development training	Desirable
	Desire to continue with professional development	Desirable
	Recent Paediatric First Aid certificate	Desirable
Relevant Experience	Basic Food Hygiene	Desirable
	Experience in working with children	Essential
	Experience of working in an early years setting	Desirable
	Experience of implementation of EYFS	Desirable
General and Special Knowledge	Experience of working in partnership with parents	Desirable
	Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006	Essential
	Knowledge of Child Development and children's needs	Essential
	Ability to work with parents/carers/families to encourage partnership working	Essential
Skills and Abilities	Ability to communicate well with adults and children	Essential
	Ability to work as part of a team	Essential
	Ability to write legibly	Desirable
	Good presentation skills	Desirable
	Possess a level of general computer literacy with a range of IT skills.	Desirable
	Good organisational skills	Desirable
Any Additional Factors	Ability to demonstrate creative abilities	Desirable
	Understanding of Equal Opportunities	Essential
	Awareness of Health & Safety and practical Hygiene issues	Essential
	Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	Essential