



Job Description

JOB TITLE: Early Years Co Worker

RESPONSIBLE TO: Head of Nursery

LINE MANAGER: Early Years Team Manager

MAIN PURPOSE OF JOB

1. To work as part of a team in order to provide an environment in where all children are safe, secure and can play, develop and learn and maintain staffing ratios

2. Duties and responsibility

- To implement daily welfare requirements, policy and procedures including risk assessments, health and safety checks, accident forms and first aid.
- With support deliver teaching and learning activities including planned, child-initiated play, adult led, small group and continuous provision.
- To form secure attachments with children and build a positive relationship with parents by providing feedback as and when needed.
- To support children's communication needs and use a range of communication strategies including signs, symbols.
- To set up and care for the learning environment throughout the day.
- To understand and implement safeguarding policy and procedure.
- To maintain good standards of safety, hygiene and cleanliness are maintained at all times.
- Support staff and contribute to positive team relationships
- Other duties and responsibilities commensurate with the level of this post.

3. Other Responsibilities

- To ensure you are aware of all relevant emergency and evacuation procedures.
- All employees have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions.
- All employees are required to adhere to Imago's Health, Safety and Environmental Policies and Procedures.
- All staff should hold a duty and commitment to always observing Imago's Equality and Diversity policy and procedures. Duties must also be carried out in accordance with relevant Equality and Diversity legislation.
- You may be required to work outside of normal contracted hours if necessitated by the exigencies of the business.

I confirm that I have read and agreed this job description which explains the main duties of my role.

Signed: _____

Print name: _____

Date: _____



Job Specification – Early Years Co Worker

	Essential	Desirable	Stage to be Assessed
Experience and Training		Experience of working with children under the age of five years Paediatric First Aid qualification	All to be assessed at stages 1, 2 and 3
Skills and Abilities	Good communication. The ability to work as part of a team. Ability to provide and facilitate safe and creative play and have fun	A basic understanding of the developmental stages of children aged under 5.	All to be assessed at stages 1, 2 and 3
Education/Qualifications		Basic Food Hygiene Certificate. Basic Safeguarding	All to be assessed at stage 1
Equality and Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity within a childcare setting.		3
Other	Flexible, able to work hours in order to meet business needs. Willing to wear corporate uniform.		3 3

Stages in assessment:

1= application form

2= selection test(s)

3= interview