



DUMPTON SCHOOL

WIMBORNE

'Home to Growth and Learning'

JOB DESCRIPTION: Early Years Practitioner

JOB TITLE: Early Years Practitioner (Nursery)
REPORTING TO: Head of EYFS
JOB PURPOSE: We are looking for at least one outstanding practitioner to join the Dumpton Nursery, a nurturing environment where young children are encouraged to be kind, aim high, and fulfil their full potential.

KEY RESPONSIBILITIES:

- To play a key role in providing a safe, supportive and caring environment for young children in the care of Dumpton.
- Nursery; to ensure that all aspects of each individual child's development are given full consideration.
- To work closely in partnership with parents to support their child's development.
- To be fully up to date with the requirements of the Early Years Foundation Stage.
- To be proactive in the process of activity planning, child observation and maintaining development records.
- To use Tapestry effectively to record observations and share children's learning journey with parents.
- To be an effective key person and buddy to those children assigned to you.
- To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested.
- To maintain and follow Dumpton School's policies and procedures at all times.
- To ensure that communication with children, parents and the staff team is maintained at the highest level.
- To maintain confidentiality about all issues related to the setting.
- To provide staff cover within the Foundation Stage as instructed.
- To attend meetings, professional development training and any other events as requested.
- To take responsibility for health and safety checks including toy and equipment maintenance and all Dumpton policies and procedures.
- To assist other staff in setting up the Nursery before the start of term.
- To understand Safeguarding Children and report any concerns or observations to the DSL.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Headmaster.

PERSON SPECIFICATION: Early Years Practitioner

ESSENTIAL ATTRIBUTES:

- Kind, caring and nurturing
- Previous experience in Early Years Education
- Relevant childcare qualifications and training (preferably Level 3 or above)
- Strong communication skills, both verbal and written
- Approachability and patience
- Enthusiasm and good humour

DESIRABLE ATTRIBUTES:

- Familiarisation and competence with technology
- Ability to act on own initiative
- Creativity and imagination
- Some experience with 2/3 year olds and intimate care
- Ambition to grow and develop

FURTHER INFORMATION:

- Based at Dumpton School, Wimborne, Dorset BH21 7AF.
- Salary will be in line with qualifications
- This will be a full time role, Monday to Friday, 8.15-3.30 - however there is some flexibility with these
- days/hours which can be explored at the interview stage
- Applicants must undergo a DBS check and references received before employment can commence

RETURN APPLICATIONS:

VIA EMAIL TO: recruitment@dumpton.com

BY POST TO: The Headmaster, Dumpton School, Deans Grove House, Wimborne BH21 7AF

CLOSING DATE FOR RECEIPT OF APPLICATIONS: Monday 21st November 2022

JOB START: January 4th 2023

We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups, as they are under-represented amongst our staff.