YEOVIL COLLEGE – JOB DESCRIPTION

Job Title: Nursery Practitioner

Department: Yeovil College Nursery

Responsible to: Yeovil College Nursery Manager

Hours: 37 hours per week, all year round.
8 hour shifts per day between 8am and 6pm

Salary: £24,522 [YC3.3]

Date of Issue: November 2026

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1. **Job Purpose**
   To provide appropriate and professional care for children within the nursery

2. **Key Roles & Accountabilities**

- To assist the Nursery Manager in the care of children attending the nursery, working alongside a team comprising the Manager, Deputy Manager, Supervisors, Nursery Practitioners, Students and trainees to provide a happy, safe, secure and stimulating environment.
- To take responsibility of a group of key children attending the nursery in accordance with OFSTED staffing ratios.
- To be responsible for the accurate and timely recording of each child's progress within a key group, planning next steps, and contribute to the planning process in ensuring children's progress.
- Plan and lead activities, purposeful play opportunities and educational programmes as appropriate to the ages and abilities of the children, in line with the Early Years Foundation Stage.
- Care for the physical needs of the children, including their personal hygiene.
- Provide advice and support for students/trainees utilising the nursery as part of a work placement programme and contribute to their monitoring and assessment.
- Liaise with the parents/guardians/carers of the children, including events such as parent's evenings.
- Undertake domestic tasks in order to maintain a clean, healthy and tidy work environment, as necessary.
- Attend monthly staff meetings and undertake training, as required.
- Comply with local Health & Safety procedures and liaise with the staff member responsible for Health & Safety within the Nursery.
- Have a responsibility for safeguarding children and liaise with Designated Safeguarding Lead within the Nursery.
- Ensure that you understand and actively promote equality of opportunity for all including students, parents, staff, employers, visitors and suppliers.

- Conduct yourself in a manner that shows respect for others and is within college policy with particular reference to Health & Safety policy and procedures and Equality & Diversity policies.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone's responsibility.

Yeovil College – Person Specification
Post: Nursery Practitioner

	Essential	Desirable
Previous Experience	• Working with children up to 5 years of age within a nursery environment.	• Having experience working with under threes in a nursery setting.
Qualifications	• Recognised Child Care Qualification minimum of Level 3. • Paediatric First Aid qualification. • Maths and English grade 4 [or equivalent]	• Level 4 or higher qualification in early years • Basic Food Hygiene. • Safeguarding.
Special Skills/Aptitudes	• Able to work effectively within a team. • Demonstrate knowledge of Ofsted and the Statutory Framework for the Early Years Foundation Stage. • A sound knowledge and understanding of the EYFS framework. • Organised and caring approach to work. • Able to cope well with difficult situations whilst remaining calm under pressure. • Display a child-centred approach and possess a friendly, happy and caring disposition. • Able to work flexibly across all teams within the nursery to support where there is a need.	
Personal Attributes	• Good interpersonal skills shown through your ability to communicate clearly and easily with staff, parents and others. • Good level of written English • Good level of numeracy	

	• Ability to use Microsoft office	
General	• Able to work shifts within the opening hours of 8.00am – 6.00pm.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf