Cedar Grove

DAY NURSERY

Qualified Early Years Practitioner

Qualified level 2 and level 3 practitioners

Enfield, North London | 192-194 Lancaster Road, Enfield, EN2 0JH

Role overview

Provide safe, responsive care and meaningful early learning as part of the nursery room team. Build secure relationships with children, work closely with families and colleagues, and help children develop communication, confidence, independence and positive relationships.

Main purpose

Help every child feel secure, included and ready to learn through warm care, purposeful play and sensitive interaction. Take key-person responsibility for allocated children where appropriate and put individual needs at the centre of daily routines.

Reporting and responsibility

Reports to the **Room Leader**, with support from the Deputy Manager and Nursery Manager. This description covers qualified **level 2 and level 3 practitioners**. Deployment and responsibilities reflect the qualification held, experience and verified eligibility to count in ratios. Escalate concerns and decisions outside your role to the appropriate leader.

Indicative remuneration

Indicative pay for candidates meeting the full role expectations: **£15 per hour**. Individual offers may be lower, based on an objective assessment of relevant qualifications, experience, practical skills and demonstrated competency. All appointees must meet the role's essential requirements. Actual pay will meet applicable statutory minimums and be agreed clearly in writing before an offer is accepted and employment begins.

Cedar Grove cares for children aged 3 months to 5 years across Babies, Teenies, Toddlers and Preschool.

Safeguarding and children's care

Safeguarding and professional practice

- Keep children's welfare central to every decision. Recognise signs of abuse, neglect or other harm, record concerns accurately and report promptly to the DSL or designated cover.
- Know how to escalate if the usual person is unavailable, implicated or has not acted. Follow whistleblowing procedures and contact the appropriate external service when necessary.
- Report allegations about adults and unsafe practice immediately. Do not investigate concerns yourself or promise confidentiality to a child or family.
- Complete required suitability checks before starting and disclose relevant changes affecting suitability. Follow professional conduct, phone, camera, social-media and confidentiality rules.
- Complete safeguarding induction and required training, renew training at least every two years and keep knowledge current through nursery updates.
- Report unexplained absences and concerning attendance patterns. Keep accurate records of arrival, departure and authorised collection.

Care, health and safety

- Supervise children actively indoors, outdoors, on outings and during care routines. Follow deployment arrangements and alert a leader immediately if staffing or supervision becomes unsafe.
- Follow safer sleep procedures, individual arrangements and required checks and records. Never improvise sleep arrangements or leave a concern unreported.
- Follow safe weaning, food preparation and eating procedures. Check allergies and dietary requirements before serving food, maintain required supervision and respond promptly to choking or other emergencies.
- Follow medicine, illness, infection-prevention and accident procedures. Administer medicine only when authorised and trained, record it accurately and notify the appropriate colleague and family.
- Provide respectful nappy changing, toileting and personal care. Promote handwashing, oral health, healthy eating, physical activity and independence.
- Check environments and equipment, follow risk assessments, maintain safe entrances and collection procedures, and report hazards promptly.
- Keep care, accident, incident and attendance records accurate and timely; communicate significant information clearly at handover.

Learning, relationships and teamwork

Learning, development and inclusion

- Create a welcoming, stimulating environment with purposeful play, meaningful experiences and sensitive adult interaction.
- Understand and deliver the nursery's curriculum across the EYFS areas, particularly communication and language, physical development, and personal, social and emotional development.
- Know children's interests, strengths and starting points. Use observation and discussion to plan appropriate next steps and evaluate learning without unnecessary paperwork.
- Contribute to progress checks at age two and other required records under the Room Leader's guidance.
- Identify developmental concerns early and discuss them with the Room Leader or SENCo. Implement agreed support, adapt experiences and review progress with colleagues and families.
- Include children with SEND, children learning English as an additional language and children from all backgrounds. Value home languages, cultures and family circumstances.
- Help children learn routines, develop independence, manage feelings and build relationships. Respond calmly and sensitively to behaviour; never use humiliating or harmful punishment.
- Follow nursery policy and current guidance on screen use; use approved digital resources purposefully and appropriately.

Key-person work and family partnerships

- Build secure relationships with allocated children and give warm, responsive care, especially during settling-in and changes of routine.
- Work with families to understand health, care, communication and learning needs. Keep information current and share relevant changes with authorised colleagues.
- Provide clear daily handovers and meaningful updates through approved nursery systems, respecting confidentiality and permissions.
- Support transitions between rooms and on to school. Listen to concerns, respond within your role and refer complaints or sensitive matters to the Room Leader or management.

Working as part of the room team

- Contribute to planning and maintain clean, organised and inviting learning spaces. Work cooperatively and communicate promptly when help is needed.
- Take part in supervision, coaching, training and team meetings. Reflect on feedback, put agreed improvements into practice and contribute to quality checks and inspection discussions.

Act with integrity, kindness and confidentiality. Respect colleagues and families, maintain professional boundaries, take part in professional learning and undertake other reasonable duties consistent with your role, qualification and experience.

Person specification

We are looking for qualified practitioners who can demonstrate thoughtful, confident and reliable childcare practice.

Essential qualifications and experience

- An approved early years qualification at the level for which employed: level 2 or level 3. The qualification's recognition and any additional English conditions depend on the qualification date, route and intended ratio level.
- Practical experience of working with young children through relevant employment, training or placements, with evidence of responsive care and effective support for learning.
- Relevant paediatric first-aid competence and a current certificate, or the ability to obtain or renew it within applicable EYFS requirements. Deployment remains subject to required cover and ratio eligibility.
- A practical understanding of safeguarding, child development, the EYFS and the limits of your own responsibilities.

Essential skills and professional competencies

- Ability to build secure, respectful relationships with children and adapt care to individual needs, including daily routines, allergies and health information.
- Confidence supporting communication, play, independence and emotional development through sensitive interaction and meaningful experiences.
- Ability to observe children, contribute useful assessments and next steps, and apply agreed inclusive support.
- Clear communication with families and colleagues, accurate record keeping and a careful approach to confidentiality.
- Reliability, teamwork, sound safeguarding judgement, willingness to seek advice and the ability to act on constructive feedback.

Desirable experience and skills

- Key-person experience, including settling-in, daily parent communication and transitions between rooms or to school.
- Experience with babies, younger toddlers or preschool, or supporting SEND, additional languages and diverse family circumstances.
- For a level 2 applicant, further approved early years study or an interest in developing professional knowledge; this does not replace the qualification required for the post offered.
- Confidence using secure nursery communication and record systems, and experience contributing to room improvements.

Recruitment and next steps

Safeguarding and safer recruitment

Cedar Grove Day Nursery is committed to safeguarding and promoting the welfare of children. Appointments are subject to appropriate safer recruitment procedures, satisfactory references, identity and right-to-work checks, qualification verification and relevant suitability checks.

An enhanced DBS check with a Children's Barred List check is required for these childcare posts before employment begins. We obtain and verify references directly, consider employment history and gaps, and make any additional checks needed for time lived or worked overseas. We do not ask for disclosure of protected criminal-record information. Staff must disclose relevant changes affecting their continuing suitability through nursery procedures.

Fair assessment and equal opportunities

We assess applicants against relevant role criteria consistently and fairly. We welcome applications from people of all backgrounds and do not discriminate because of protected characteristics. Tell us if you need a reasonable adjustment to the recruitment process. A lower pay offer cannot replace an essential qualification or suitability requirement.

Probation and professional development

Our usual initial probationary period is six months, subject to the agreed written employment terms. Any extension follows those terms. Statutory rights continue to apply. A pay review does not guarantee an increase.

Assessment considers practical competence, safeguarding, EYFS knowledge, conduct, reliability, attendance, communication, teamwork and the quality of children's care. The assessment includes responsive care, key-person practice and support for children's learning. The process will be explained through induction, feedback and agreed written terms.

Confidentiality and applicant information

Handle children's, families', colleagues' and applicants' information securely and share it only with authorised people for a proper purpose. Follow data-protection rules, nursery retention arrangements and policies for phones, photographs, social media and digital records. Applicant information is used to respond to enquiries and manage recruitment. Read our Privacy Policy or contact us with a privacy question.

How to express interest

Email enquiries@cedargrovenursery.org with the subject **Careers Enquiry - Cedar Grove Day Nursery**. Include the position you are interested in, a brief introduction, your relevant qualifications and an overview of your experience.

For an initial conversation, call **020 8166 6395**. We will explain the next recruitment steps and discuss the role and proposed employment terms with you. Please do not send identity documents, National Insurance details or sensitive background information with an initial enquiry.