



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Nursery Practitioner Saheliya Play and Learn Centre- Glasgow

Job Title	Nursery Practitioner (* Female)
Location	St.Rollox House 130 Springburn Road, G21 1YL
Job Hours	16 hours minimum and up to 25 hours maximum - to be agreed
Accountability	Nursery Manager
Salary	£8.75 per hour

Saheliya Play and Learn Centre is a not for profit, charitable, social enterprise. You will be working to provide high quality, accessible play and learning experiences for all children in relation to their needs, abilities and stage of development. You will be working in a fun and caring environment, with staff and children from a wide range of cultural backgrounds.

JOB DESCRIPTION

Purpose of Post:

1. To provide a high standard of physical, emotional, social and intellectual care for children.
2. To work as part of a team in order to provide an enabling environment in which individual children can play, develop and learn.
3. To build and maintain strong partnership work with parents to enable children's needs to be met
4. To undertake and record observations and use these to plan and deliver future activities in line with the childr developmental stage and to enable you to provide regular progress reports to parents.

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Main Duties:

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the nursery are met (in conjunction with other team members)
- To keep records of children's development and learning journeys and to share development with parents, carers and other key adults in the child's life.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs; having an awareness of any specific needs resulting from disabilities, family cultures and medical histories etc.
- To support colleagues and engage in team work
- To contribute towards maintaining a high quality environment that meets the needs of individual children.
- To be involved in out of working hours activities if required, e.g. training, monthly staff meetings, outdoor trips.
- To be flexible within working practices of the setting, undertaking wider duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person.
- To maintain confidentiality in relation to any information regarding the children, their families or other staff that is acquired as part of the job, whilst meeting Child Protection Requirements.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake and lead on any other relevant tasks allocated by your line manager.

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

JOB SPECIFICATION

Attributes	Criteria	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 or above qualification in Childcare and Early Education or willing to work towards it.	Essential
	2. Evidence of ongoing personal development training	Desirable
	3. Desire to continue with professional development	
	4. Prepared to gain a recognised Professional Status i.e. Early Years Professional Status (EYPS)	Essential
	5. Recent Paediatric First Aid certificate	Desirable
	6. Basic Food Hygiene	Desirable Desirable
Relevant Experience	7. Experience in working with children	Essential
	8. Experience of working in an early years setting	Desirable
	9. Experience of implementation of EYFS	Desirable
	10. Experience of working in partnership with parents	Desirable
General and Special Knowledge	11. Knowledge of legislation relevant to Early Years such as EYFS.	Essential
	12. Knowledge of Child Development and children's needs	Essential
	13. Ability to work with parents/carers/families to encourage partnership working	Essential
Skills and Abilities	14. Ability to communicate well with adults and children	Essential
	15. Ability to work as part of a team	Essential
	16. Ability to write legibly	Desirable
	17. Good presentation skills	Desirable
	18. Possess a level of general computer literacy with a range of IT skills.	Desirable
	19. Good organisational skills	Essential
	20. Ability to demonstrate creative abilities	Desirable
Any Additional Factors	21. Understanding of Equal Opportunities	Essential
	22. Awareness of Health & Safety and practical Hygiene issues	Essential
	23. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary within the nursery setting.	Essential

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Deadline for applications: 10th September 2018

Interview Date: TBC

Please email completed applications to: playandlearn@saheliya.co.uk
or post to

**Recruitment,
SAWPLC, St.Rollox House, 130 Springburn Road, Glasgow,
G21 1YL**

CVs will not be accepted

**** The Equality Act 2010 (part 1, Schedule 9) applies to the above posts.
Applications are therefore restricted to female candidates only.
All posts are subject to enhanced checks by Disclosure Scotland.***