

Job Description– Nursery Practitioner

Location: Burmantofts Community Nursery, Leeds

Contract: Temporary - Full-time and all year round – 37 hours per week

Salary: £26,339

Annual leave: 20 days plus 8 statutory bank holidays per annum

Reports to: The Board of Trustees

Burmantofts Community Nursery (BCN) is a charitable, community-focused setting located in the heart of Leeds. We aim to provide high-quality, inclusive early education and childcare for children aged 6 months to 5 years within a richly diverse, multicultural community.

Purpose of Role

We are passionate about play-based learning, strong relationships, and ensuring every child thrives. We are looking for a caring, enthusiastic and inclusive Nursery Practitioner to join our team. You will play a key role in supporting children's learning and development, creating a safe and stimulating environment, working as part of a team and building strong partnerships with families.

Key Responsibilities

- Provide high-quality care and education for children aged 0–5.
- Support children's learning through play-based activities.
- Observe, assess, and record children's development.
- Act as a key person for a group of children.
- Ensure safeguarding, health, and safety procedures are followed at all times.
- Build positive relationships with parents and carers.
- Work collaboratively as part of a supportive team.
- Accountable to the board of trustees and report to the nursery leader.

Specific Duties

- Follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure.
- Work alongside the leadership team, trustees and staff team to ensure that the nursery's vision is fulfilled.
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate.
- Plan activities that meet the individual needs and interests of children in conjunction with other team members.
- Keep records of your key children's development and learning journeys and share these with parents, carers and other key adults.
- Demonstrate an inclusive, informed, and sensitive approach when working with all children and their families.
- Be involved in out of working hours activities, e.g. training, staff meetings etc.
- Be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snacks, meals, cleaning equipment.
- Support all staff and engage in maintaining a good staff team.
- Liaise with and support parents and other family members.

Community and Parental Engagement

- Foster strong, trusting relationships with parents and carers, recognising them as partners in their child's learning journey.
- Promote family participation through home-visits, workshops, stay-and-play sessions, and cultural celebrations.

What We Offer

- A friendly and supportive team environment.
- Ongoing training and professional development.
- Opportunities to grow within the nursery.
- A rewarding role making a real difference to children and families.

Essential Qualifications

- Level 2 or 3 qualification in Early Years / Childcare (or equivalent).
- Pediatric First Aid (or willingness to obtain).

Essential Experience

- Experience working with children aged 0–5 years.
- Experience supporting children's learning and development.
- Experience working as part of a team.

Essential Knowledge

- Understanding of the Early Years Foundation Stage (EYFS).
- Knowledge of safeguarding and child protection procedures.
- Awareness of health and safety requirements in an early years setting.
- Understanding of inclusive practice and supporting children with additional needs.

Personal Qualities

- Caring, patient, and enthusiastic.
- Passionate about supporting children's learning and development.
- Committed to equality, diversity, and inclusion.
- Professional, trustworthy, and able to maintain confidentiality.