

Job Description

Nursery School



Group 1 (0-3 years)

Group 2 (3-5 years)

9 months - 2 years

2 - 3 Years

3- 4 Years

4-5 Years

Education and Experience

- Degree in Early Childhood Education, Primary Education, or a related field
- Previous experience working with young children
- Strong communication and teamwork skills
- Creativity, patience, and a genuine passion for working with children
- Good command of English

Compensation and Benefits

- Supportive and professional working environment
- Opportunities for continuous professional development and training
- Dynamic team and positive work culture

Key Responsibilities

Planning & Organisation

- Prepare monthly plans based on EYFS framework
- Prepare weekly plans (ready by Thursday for the following week)
- Collect and organise teaching materials in advance
- Maintain classroom inventory and ensure all materials are safe and usable

Classroom Management

- Set up learning areas within the classroom
- Deliver daily planned activities accurately

- Ensure classroom cleanliness, organisation, and hygiene standards

Child Care & Development

- Support children's physical, emotional, and cognitive development
- Monitor and ensure children's safety at all times
- Assist children during meals and promote healthy eating habits
- Follow daily routines strictly (meals, learning, outdoor play)

Monitoring & Reporting

- Complete observation sheets and daily reports for parents
- Document children's development (photos, notes, records)
- Maintain registers and records accurately

Hygiene & Safety

- Ensure high hygiene standards for children and environment
- Check and maintain supplies (wipes, gloves, cleaning materials, etc.)
- Ensure no hazards or damaged materials are present

Communication & Teamwork

- Communicate professionally with parents
- Work collaboratively with colleagues and other staff
- Participate in training and apply new knowledge in practice