

## **Job description: Early Years Practitioner (Maternity cover)**

Fylingdales Preschool

Job title: Early Years Practitioner  
Responsible to: Pre-school Manager and Committee  
Responsible for: None  
Purpose of the job: To work as a key person and as part of the pre-school team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

### **Main duties**

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help to set up the playroom(s) and outdoor area for the daily programme and to help tidy away at the end of the session.
3. To be responsible for the general maintenance and cleanliness of the setting. To include cleaning duties of all areas in the building.
4. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
5. Work in partnership with parents/carers and other family members.
6. To advise the Pre-school Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
7. To teach children, offering an appropriate level of support and stimulating play experiences.
8. To ensure that children are kept safe and that you understand when to follow child protection procedures.
9. To support meal times within the setting, including cooking/ making snack, lunch and tea as instructed by the manager. To also include the maintenance and hygiene of the kitchen in accordance with the 'Better food, Better Business' hygiene standards.
10. To actively participate at staff meetings, supervisor meetings and appraisal meetings.
11. To attend training courses as required and to take responsibility for your development.
12. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
13. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
14. To ensure that adequate records are kept and updated regularly.

15. To promote the nursery to current parents and potential customers.
16. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting's business plan/objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.**

### **Person specification**

#### *Essential criteria*

1. Willingness to learn.
2. A passion for early years education
3. GCSE at grades C and above in English, Maths and Science
4. Level 2 early years education and childcare qualification or equivalent
5. A willingness to learn about child development for children from birth to five years.
6. A willingness to learn about the Early Years Foundation Stage (EYFS).
7. A willingness to undertake Child protection training.
8. Good communication skills.
9. A willingness to undertake further training such as food hygiene and first aid.
10. An understanding of play based approaches to children's learning and development.
11. Commitment to equal opportunities.
12. Commitment to working effectively with young children and families.
13. Friendly and flexible approach at work which facilitates the development of effective relationships.
14. Current DBS certificate or a willingness to have this check completed.

#### *Desirable criteria*

1. Previous experience of working with young children.
2. Level 3 early years education and childcare qualification or equivalent
3. Willingness to undertake further training.
4. Sound knowledge of child development for children from birth to five
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of child protection procedures.
7. Current First Aid at Work qualification.
8. Current Safeguarding qualification.
9. Current food hygiene qualification.

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**Terms and conditions**

Hours: term time only. All candidates must be available to work between the hours of 8:15am-5:45pm Monday- Friday. (37.5 hours full time/ 18 hours part time).

Salary range: As agreed in contract

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**