

Wingate Community Childcare Ltd

Job Title: Early years Educator

Salary: £7.83 per hour

Hours: Minimum of 25 hours per week, to be part of a flexible shift pattern between the hours of 8-6.

Fixed term Contract: Initially 1 year contract, to be extended depending on funding.

Responsible to: Nursery manager and ultimately to the Directors of Wingate Community Childcare Ltd

Job Purpose:

To work as part of the Wingate Community Childcare and education services. To work within a team contributing to the provision & delivery of high quality services for families and children aged 0-5years.

Duties and Responsibilities:

To assist the manager and team in the delivery of high quality childcare & education for children aged 0-5 years within the day-care inside Wingate Community Childcare Ltd by:

- Contributing and providing a happy, safe, secure and stimulating environment that promotes the development of confidence, independence and self esteem for all users of the service.
- Meeting the social, emotional, physical and intellectual needs of the children within your care.
- Contributing to planning systems relating to activities for children and their families.
- Keeping clear and concise records of children's achievements and working with families.
- To act as keyworker in the absence for the Keyperson, providing professional support to parents, carers and children and maintaining individual care and development plans.
- Deliver effective learning activities taking responsibility for leading and managing play, care and learning and taking into account the

needs of individual pupils, in partnership with other colleges and other professionals as necessary.

To work in partnership with children, mums, dads, carers, staff and other organisations in the best interests of children and families by:

- Establishing relationships with mums, dads and carers, keeping them updated with the child's progress and achievements, highlighting any concerns with support from the management team.
- Developing and maintaining relationships with children, mums, dads, carers and staff.
- Working in partnership with colleagues within the team and other organisations.

To ensure that all services delivered are of the highest quality by:

- Assisting the management team in ensuring all premises and equipment are clean and well maintained.
- Assisting the management team in the development of good practice within the service.
- Attending and contributing to staff meetings as required.
- Undertaking any training deemed necessary by the management and to be pro active in your own professional development.
- Respecting confidentiality within the nursery.
- Following the settings Policies and Procedures.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post

Person Specification: Early Years Educator

ATTRIBUTE	Essential	Desirable	Method of assessment
<u>QUALIFICATIONS.</u>	<ul style="list-style-type: none"> NVQ Level 3 (Childcare and Education or Early Years Care & Education) OR NNEB / CACHE Diploma (Childcare & Education) OR BTEC / EDEXEL (Childhood Studies – Nursery Nursing) OR Equivalent. 	<ul style="list-style-type: none"> Food Hygiene Certificate First Aid Certificate. 	<ul style="list-style-type: none"> Application form. Proof of qualification.
<u>EXPERIENCE</u>	<ul style="list-style-type: none"> Previous experience in day care, play, nursery, education, family support services. Ability to demonstrate high standards of working with young children. Have key person experience for groups of children. Have experience of observing, monitoring, assessing, reporting and maintaining records of children and their performance. 	<ul style="list-style-type: none"> Previous experience of liaising with other professionals to meet the needs of children and to aid the development of the setting. Previous experience of Ofsted inspections. Experience within a wide range of settings. 	<ul style="list-style-type: none"> Application form. Reference. Interview.
<u>KNOWLEDGE</u>	<ul style="list-style-type: none"> Knowledge of childcare & child development and the needs and characteristics of young children. Knowledge of Birth to three Matters framework. Early Learning Goals and the Foundation Stage. Understanding of good quality experiences. 	<ul style="list-style-type: none"> Recent initiatives in Early Years and extended schools. The National standards for under eights full day care. Understanding of child protection procedures. 	<ul style="list-style-type: none"> Application Form. Reference. Interview.
<u>SKILLS</u>	<ul style="list-style-type: none"> Ability to relate effectively to staff, children and their mums, dads and carers and other professionals. Ability to work as part of a team Excellent communication skills 	<ul style="list-style-type: none"> Ability to manage workload effectively. 	<ul style="list-style-type: none"> Application Form. References. Interview.

	<ul style="list-style-type: none"> • Organisational skills • Ability to use own initiative. • Ability to keep clear, concise records and to write reports. • Good interpersonal skills. 		
<u>QUALITIES & APTITUDES</u>	<ul style="list-style-type: none"> • High personal and professional standards. • Child centred. • Self motivated • Responsible • Vision and drive. • Commitment to equality of opportunity. • Willingness to work outside normal working hours, including evenings and weekends. • Willingness to undertake a flexible shift pattern. • A commitment to own professional development. 		<ul style="list-style-type: none"> • Application Form. • References. • Interview.
<u>Special Knowledge</u>	<ul style="list-style-type: none"> • Knowledge of Early Years Framework. • Knowledge of Prevent duty and British Values. • Ofsted inspections • Understanding of Child protection procedures. 	<ul style="list-style-type: none"> • An in early childhood and education in other countries. 	<ul style="list-style-type: none"> • Interview