

## Job Description: Early Educator

**Reporting to:** Headteacher/Deputy Headteacher

**Location:** Croydon (with travel to other locations on occasion)

**Contract:** Permanent

**Working Pattern:** Full-time (Term-time and flexible working pattern will be considered)

**Salary:** £23,366 - £27,000 dependent on experience and qualifications

### The Role

- To ensure a high standard of physical, emotional, social and intellectual care for all children in their care
- To ensure all children are safeguarded and their welfare and safety is promoted
- To provide an enabling environment in which all children can play, learn and develop
- To have the skill, creativity, commitment, energy and enthusiasm required to deliver excellent provision

### Key Responsibilities

- To promote the aims and objectives of the nursery
- To promote the high standards of the nursery at all times to parents, staff and visitors
- To follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure
- To ensure the provision of high standards of physical and emotional care
- To work with families and parents / carers
- To keep records of your children's development and learning journals and share this with parents and carers and ensure all record keeping is up to date and accurate
- Liaise with the local authority and other external agencies as required
- Undertake required domestic jobs within the nursery as required
- Participate fully in team meetings and training
- Read, understand and adhere to all policies and procedures within the nursery
- Ensure good standards of safety, hygiene and cleanliness are maintained
- Washing and changing children when required
- Ensure mealtimes are pleasant social experience
- Ensure poorly children are tended to and parents informed immediately
- To provide cover when required
- To undertake any other duties as determined by the management

### Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark Start data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with colleagues and other nurseries and schools in the Ark network, to establish good practice, offering support where required

## Person Specification: Early Educator

### Qualifications

- Level 3 Diploma in Early Years Education and Care or the willingness to work towards it

### Knowledge, Skills and Experience

- Interest in gardening and cooking desirable
- Experience of and passion for outdoor learning / forest school desirable
- Passion for the outdoors and gardening, and creating lifelong memories for children and families

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*