

## **Job Description: Early Years Educator**

<b>Reporting to:</b>	<b>Early Years Lead</b>
<b>Location:</b>	<b>London</b>
<b>Contract:</b>	<b>Fixed Term</b>
<b>Working Pattern:</b>	<b>Term Time</b>
<b>Salary:</b>	<b>Ark Support Scale 4: point 6 £23,849 Pro Rata</b> <b>Actual salary £22,692</b>

### **Purpose of post:**

- 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 for leading room practice

### **Main duties:**

- 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 and feed back to parents on any issues
- 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

# Person specification: Early Years Educator

## Qualification Criteria

- Relevant level 3 qualification in childcare as a minimum
- Maths and English GCSE at grade C or above
- Paediatric First Aid (2 day)

## Knowledge, Skills and Experience

- Experience of working with young people or adults in a paid or voluntary capacity
- Good communication skills, including written and oral
- Excellent numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to understand and implement strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understand the importance of confidentiality and discretion

## 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 our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*