

## **Job Description: Early Educator (Ark Start)**

**Reports to:** Nursery Manager, Ark Start

**Location:** Ark Start John Archer, Clapham Junction

**Contract:** Permanent

**Pattern:** Full Time or part-time considered (minimum 0.5 FTE) term time only

**Salary:** £21,000 – £28,000 depending on experience

**Start date:** As soon as possible

### **About Ark Start:**

Our dedicated team work together to ensure that every child has a joyful, engaging and secure nursery experience and leaves us ready to start school happily and confidently. We are driven by our values in everything we do: Aim High, Be Brave, Be Kind and Keep Learning.

Ark Start is at an exciting time in its evolution. We opened two nurseries in South London last year and aim to expand our reach over the coming years. As we expand, we are looking for Early Educators to join our founding team. We are looking for someone with a genuine passion for young children and with the skill, creativity, commitment and energy to deliver excellent provision at Ark Start John Archer.

### **Learning and wellbeing**

We are committed to providing the best development for all our staff. We close the nurseries for five days each year to focus on staff training and ensure there is protected time for training and supervision each week for every adult. We work hard to ensure there are clear career progression routes.

Staff wellbeing is important to us. We know that working in a nursery can be challenging and work hard to ensure staff have the support, opportunities and infrastructure they need.

### **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

#### Other

- Level 3 qualification (required)
- Have the 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; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

*Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more*

## Person Specification:

### Qualifications

- List all qualifications, certifications etc. that are appropriate to the level of expertise required by the role.

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## Knowledge & Skills

- **Include a list of hard and soft skills**, previous job experience, technical skills etc. required for the role.

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## Personal Qualities

- Describe the sort of person and the type of approach required.
- Examples might include: punctual; good team worker; proactive; flexible approach to change; customer-focussed; attention to detail; professional approach; enthusiasm for [aspects of role].

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## Other

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