

# Pollyanna Pre-School

## Job Description

Post Title:	Level 3 Early Years Educator
Responsible To:	Manager/Deputy Manager
Managing:	None
Summary:	To work as a key worker and as part of the pre-school team under the direction of the Manager to provide safe, high-quality education for young children
Qualifications:	NVQ Level 3 or equivalent in early years Safeguarding (Desirable) First Aid (Desirable)

## Principle Responsibilities

Note. This Job Description is not a definitive list of tasks - it is designed to give an overall view of the job, and not to indicate the sole requirements to do the work.

### Main Duties:

1. To help set-up the room according to the pre-school curriculum and tidy away at the end of session
2. To have a detailed understanding of the Early Years Foundation Stage (EYFS) and detailed understanding of child development
3. Provide good stimulating play, taking into consideration the developmental needs of the individual child in line with the EYFS curriculum
4. Develop and maintain good communications with all staff and parents
5. Ensure all steps possible are taken to safeguard the children and other personnel whilst on the premises
6. To act as a key worker to a group of children and ensure that their individual needs are recognised and met.
7. Always inform the Manager/Designated safeguarding officer of concerns regarding any child, parent/carer to ensure the health and safety policy is adhered to.
8. Attend staff meetings and liaise with Manager and Deputy on any points to be raised.
9. Keep any information regarding the children, their families and colleagues completely confidential.
10. Be willing to attend any relevant in-house or external training sessions.
11. Adhere to all working guidelines as set out by the Manager and Deputy
12. Read, review, implement and adhere to Pre-School Policies
13. To support the Pre-School in fundraising activities and attend special events (i.e. outings and visits)

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14. To complete paperwork for 2-year-old checks and liaise with parents
15. To be responsible for observation and record keeping so that children's attainment and progress is effectively and regularly assessed.
16. To arrive for sessions promptly, in uniform and ready to commence work at their given start time.
17. To perform any other duties as deemed necessary by the manager and Deputy
18. Contribute to the Setting's planning.

## **Essential Criteria**

Previous experience of working with young children and have sound knowledge of the new EYFS (2021)  
Commitment to young children and families  
Sound Understanding of children's needs and development  
Willingness to attend relevant training courses  
Friendly, flexible approach  
Ability to work as part of a team  
Willingness to learn  
Commitment to Equality of Opportunities

*This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced disclosure will be sought for the successful candidate.*