

# JOB DESCRIPTION

<b>Service:</b>	<i>Conkers (The Balsam Centre's Community Nursery)</i>
<b>Job Title:</b>	Early Years Educator (EYE)
<b>Reports To:</b>	Lead senior EYE
<b>Main Purpose of Post:</b>	
<p>As a member of the team, to work in partnership with staff, parents, carers and their children.</p> <p>To work in a flexible, professional way, promoting the development, welfare and potential of all children.</p> <p>To provide high quality, inclusive, fully integrated childcare for children under five.</p> <p>The Early Years Educator role is as part of the team implementing the Statutory Framework for the Early Years Foundation Stage. You will also be expected to have knowledge and understanding of the current Early Years Ofsted Framework for Inspection.</p>	
<b>Main Responsibilities and Duties:</b>	
<p><b>To have responsibility for a number of children, ensuring that children's childcare needs are met at all times by:</b></p> <ul style="list-style-type: none"> <li>• Providing high quality childcare and education for children aged between 3 months and 4 years, including a wide range of activities and opportunities to enable children to achieve their full potential.</li> <li>• Assisting in providing a warm, caring environment for children and their families. Integrating children and parents with disabilities sensitively and positively, promoting participation in activities.</li> <li>• Effectively using the planning, monitoring and recording systems within the nursery.</li> <li>• Ensuring a safe, fully inclusive, stimulating and supportive environment both indoors and outside, to meet individual needs in accordance with the areas of learning and development for the EYFS, enabling children to develop the characteristics of effective early learning</li> <li>• Adhering to the requirements of OFSTED in everyday practice including planning, effective room organisation and provision of Early Years resources</li> <li>• Liaising with parents and carers to discuss the needs of their children and sharing developmental information as required with other professionals.</li> <li>• Caring for and supervising a number of children in the role of Key Person. Taking care of their personal needs and encouraging self reliance and social skills.</li> <li>• Assisting children at meal times, clearing away and cleaning up after meals.</li> <li>• Maintaining high standards of cleanliness/tidiness and hygiene within the nursery.</li> <li>• Promoting the aims, objectives and high standards of the nursery</li> </ul>	

**The Early Years Educator will also:**

- Work in partnership with parents/carers to determine children's learning styles and interests, identify each child's care, development and educational needs and ensure that they are met.
- Participate in regular supervision and attend staff meetings.
- Undertake 'out of hours' activities, e.g. training, planning meetings, monthly staff meetings, parents evening, fundraising events etc. as required.
- Liaise with other Early Years professionals as required.
- Be prepared to work additional hours, sometimes at short notice, in order to maintain ratios if a member of staff is unexpectedly absent.
- Ensure confidentiality of all information received and shared
- Undertake other duties and responsibilities by agreement with the Lead Senior EYE

**• Facts and Figures:**

Conkers Nursery provides integrated early years education and childcare for children aged from 3 months to school age. We operate between 7.45 a.m. and 5.45 p.m. from Monday to Friday 50 weeks per annum.

Conkers Nursery is registered for 29 children.

Standards of care and practice are mandated by OFSTED

**SUPPORTING PROCESSES**

**Problem Solving and Creativity:**

The post holder is required to work in creative and imaginative ways with children and their families and to plan activities which sustain children's interests and involvement, enabling a deep level of learning.

**Decision Making:**

Decisions will be made in liaison with the Lead Senior EYE.

**Physical Effort and Working Conditions:**

- The post involves lifting children and lifting and handling of play equipment
- It is an active role, taking part in practical activities and physical care of young children.
- We operate a free flow system (*outside/inside*), and all staff work outdoors daily. Appropriate clothing is required for all weathers.
- The post holder is likely to come into contact with people who are infectious. Others may have specific learning needs or emotional/behavioural needs

**Contacts and Relationships:**

- It is an essential element of the job to build and maintain a range of close contacts and relationships with children, young people and families and other professional staff.
- There is an expectation of contacts and discussions with Early Years professionals, voluntary bodies and other agencies relating to children's needs. These involve sharing information and may lead to the development of individual packages of support.

**Additional Information:**

This post is exempt from the Rehabilitation of Offenders Acts.

**Knowledge, Skills and Experience:****Essential**

- An appropriate qualification, Level 3 in Early Years
- Level 2 Numeracy and Literacy **or** equivalent
- Experience of working with children in settings
- Experience of supporting children with additional needs, liaising with external agencies and working with parents and families
- Knowledge and understanding of the relevant Children's Acts, frameworks and statutory guidance including EYFS 2014.
- A thorough understanding of how children acquire the characteristics of effective early learning
- Awareness of and commitment to child safeguarding and associated responsibilities
- The ability to create and maintain accurate records to support children's learning, development, safety and welfare
- A Forest School qualification

**Desirable**

- Experience of supporting parents and families within their home community

# Application for Employment

Post Applied for: Early Years Educator



**Notes for completion:**

Please complete this form in black ink or type script  
Additional sheets may be attached.  
Please complete all sections.

## 1. PERSONAL DETAILS

SURNAME:	FIRST NAMES:
ADDRESS:	HOME PHONE NUMBER:  WORK PHONE NUMBER:  EMAIL ADDRESS:
HAVE YOU A CURRENT FULL DRIVING LICENCE? YES/NO	DO YOU OWN/HAVE ACCESS TO A CAR? YES/NO

## 2. EDUCATION AND QUALIFICATIONS

SECONDARY SCHOOL/COLLEGE/UNIVERSITY ETC	DATES FROM TO	QUALIFICATIONS	GRADE

**2. EDUCATION AND QUALIFICATIONS Cont'd**

SECONDARY SCHOOL/COLLEGE/UNIVERSITY ETC	DATES FROM TO	QUALIFICATIONS	GRADE

**3. PRESENT/PREVIOUS EMPLOYMENTS AND VOLUNTARY WORK  
(most recent first)**

DATES TO FROM	NAME & ADDRESS OF EMPLOYER	JOB TITLE & BRIEF OUTLINE OF RESPONSIBILITIES	REASON FOR LEAVING



#### 4. INFORMATION IN SUPPORT OF YOUR APPLICATION

- 1) Please explain why you are applying for this vacancy and your reasons for considering a change of job (if currently employed).
- 2) Give details of relevant qualifications, experience (including voluntary work and courses attended).
- 3) What skills and personal qualities can you bring to this post? (Please refer to job description and person specification.) Continue on a separate sheet if necessary.

**5. INTERESTS**

What activities outside of work interest you?

**6. CRIMINAL CONVICTIONS**

Do you have a criminal record, including any pending convictions? All information given will be used only to assess the applicants' suitability for the post and that they will be considered on merit and ability.

**7. REFERENCES**

NAME:	NAME:
ADDRESS & TELEPHONE NUMBER	ADDRESS & TELEPHONE NUMBER
POSITION	POSITION
MAY WE CONTACT THIS REFEREE PRIOR TO INTERVIEW? YES/NO	MAY WE CONTACT THIS REFEREE PRIOR TO INTERVIEW? YES/NO

**8. DECLARATION**

I declare that the information given on this application form is to the best of my knowledge true and complete.

SIGNED	DATE
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Please return this form to: The Balsam Centre, Balsam Park, Wincanton, Somerset, BA9 9HB. If you have any questions relating to this form please call on 01963 31842.

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