


Job Description – Level 3 Early Years Educator				
Author	Published	Version	Confidentiality	
Jo Stainsby	January 2024	3	Parents, Staff, Directors	

Purpose of Post:

- To work as an effective member of the nursery team delivering flexible, high quality, education and care that meets the safety and welfare needs of the young children and their families.
- To work in partnership with colleagues to create an effective, proactive and solution-focused team.
- To ensure compliance with all company policies, Health and Safety and Food Standards legislation, Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Department for Education and regulated by Ofsted.
- To maintain a hygienic and safe environment by tidying and cleaning rooms and resources in an effective and timely manner, using the correct procedures and to carry out laundry, when required.

Responsible to:


Education Director

Main Duties:

- Ensure that children's safety and welfare needs are reliably and consistently met.
- Develop high quality interactions, which extend children's learning and thinking.
- Ensure that the environment is well set out and that resources are well presented and accessible.
- Supervise meals and mealtimes ensuring they are a time for socialising and polite social sharing. To sit and interact with the children where possible and to support the opportunity to talk about healthy eating and drinking.
- To encourage and support all children to use cutlery, serve themselves, and sit at the tables during meal and snack times.
- To help children acquire self-help skills, including dressing, feeding, toilet training and an awareness of personal hygiene.
- To act as a key person for a group of children, by observing, monitoring and accurately recording each child's individual development.
- Implement positive management of children's behaviour, by actively using the behaviour policy guidance.
- Be proactive in the use of reflective practice to help develop and improve own practice and a high-quality learning environment.
- To demonstrate effective team-working, through good communication, a positive approach and by being an excellent role-model.
- Contribute to the development and maintenance of effective relationships with parents and other agencies, using a professional approach.
- To support transitions throughout the nursery and finally onto mainstream school.

General

- Ensure that confidentiality is always maintained in relation to all information.
- You may be required to perform duties, appropriate to the post, other than those given in the job specification. The duties and responsibilities attached to posts may also be varied without changing the general character of the duties to the level of responsibility entailed. As a result of the variations, it will be necessary to update the job specification from time to time.

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Daily Duties

- To assist in the daily domestic management of the nursery, including ensuring that the nursery is kept safe, secure and clean. To store equipment properly. To help where needed in preparation of snack, meals, cleaning of equipment and laundry.

Health and Safety

- To be aware of and comply with the Nursery's child protection policy, confidentiality procedures and other Nursery policies and procedures.
- To share in the responsibility for safeguarding and promoting the welfare of all children in the nursery.
- Follow suitable support plans in order to effectively support children with special educational needs.
- Ensure that each child is collected in accordance with the collection procedure.
- To prepare, care, clean and maintain the rooms and equipment. To ensure that all cleaning records are written and filed for evidence.
- To report and record all accidents, incidents and to be aware of all risk assessments within the nursery.
- To implement the necessary health and safety, fire, accident and emergency procedures in accordance with the nursery's policies.
- To report any signs of illness, neglect or apparently non-accidental injury of a child directly to the Safeguarding or Deputy Safeguarding Lead.
- To provide comfort and warmth to a poorly child, ensuring that the supervisor is aware of the child's progress.
- To understand the organisation of registers and staffing and help to ensure that the staff/child ratios are always maintained.

Communication


- To liaise effectively with colleagues when handing-over a shift, advising them of any information that is to be relayed to parents or has been relayed from the parents.
- To liaise with parents when required in a professional and constructive manner
- To attend staff meetings as arranged by the senior management team.
- To participate in parents' evenings, publicity functions, open weekends and children's outings.

Personal Development

- To keep up to date with developments in childcare and education, through regular training

Equal opportunities

- To ensure that everyone is treated as individuals with respect and full consideration, in line with the Company's Equal Opportunities Policy.
- Ensure that the requirements of children with learning difficulties and/or disabilities are fully supported via appropriate programmes.
- To assist in the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and their respective stages of development, teaching the children to respect and look after their environment.

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Person Specification – Early Years Educator

Attributes	Criteria	How Identified	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	A	Essential
	2. Desire to continue with professional development	A & I	Desirable
	3. Recent Paediatric First Aid certificate	A & I	Desirable
	4. Basic Food Hygiene	A	Desirable
Relevant Experience	5. Experience in working with children	A & I	Essential
	6. Experience of working in an early years setting	A & I	Essential
	7. Experience of teaching the EYFS curriculum	A & I	Essential
	8. Experience of working in partnership with parents	A & I	Desirable
Knowledge	9. Knowledge of legislation relevant to Early Years such as HSE, EYFS, SEND, Safeguarding, Childcare Act 2006	A & I	Essential
	10. Knowledge of child development and children's needs	A & I	Essential
	11. Ability to liaise professionally with parents/carers/families to encourage partnership working	A & I	Essential
Skills and Abilities	12. Ability to form and maintain excellent relationships with children, including those with different learning needs and / or disabilities.	A & I	Essential
		A	Essential
	13. Ability to communicate effectively with parents / carers in a professional manner	A	Essential
	14. Ability to work as part of a team	A & I	Essential
	15. Ability to write legibly	A & I	Essential
	16. Possess a level of general computer literacy with a range of ICT skills.	A & I	Desirable
		A	Desirable
	17. Good organisational skills		Desirable
18. Ability to demonstrate creative abilities			
Any Additional Factors	19. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential

Key: A = Application; I = Interview