

JOB DESCRIPTION

Job Title:	Early Years Educator (Level 3 Qualified)
Salary:	<p>Per hour: £13.09ph working Monday to Friday 8.30-3pm</p> <p>Based on 39 weeks per year $\text{£13.09} \times 30 \text{ hours} \times 39 \text{ weeks} = \text{Basic Salary of } \text{£15,315.30}$ Holiday pay of 6.6weeks $\times 30\text{hrs per week} = 198\text{hrs} \times \text{£13.09} = \text{£2,591.82}$</p> <p>Total Pro Rata Salary: £17,907.12</p>
Hours of work:	<p>Full time/part time, bank/contracted hours available.</p> <p>Pre-School operates term time only, Monday to Friday 08:30-15:00</p>
Place of work:	YMCA Sovereign Centre, Slipshatch Road, Reigate, Surrey, RH2 8HA
Responsible to:	Sovereign Pre-School Manager
Responsible for:	N/A
Job Purpose:	The Early Years Educator will assist the Pre-School Manager in delivering the highest quality of care and curriculum in line with Ofsted guidelines. They will inspire our customers by delivering an exciting, child-led, play based curriculum utilising the outdoors where-ever possible. They will also be expected to assist the Pre-School Manager in identifying areas of development and work in cooperation with them, with a view to creating an outstanding Pre School.
Background role:	YMCA East Surrey Childcare & Children's Activities offer a wide range of services to support family life for parents and carers of children and young people aged 0-18 years. We work in partnership with a number of local schools in East Surrey, offering wrap around childcare and sports and recreational activities to the local community. We also have two YMCA Pre-Schools, offering early education for children from two years of age, along with a Creche for those wanting to access our fitness classes and/or gym, and a full programme of sports and recreation for all.
Main Responsibilities:	<ul style="list-style-type: none"> ▶ To provide a diverse range of experiences for children to learn through play ▶ To provide high standards of customer service to children, parents and other stakeholders ▶ To work in cooperation with other team members, to provide a caring supportive environment in which children can thrive ▶ To act as a key worker for a group of individual children. ▶ Keeping development records up to date and working in partnership with parents, to support each key child's development ▶ To observe key children and plan for each child's next steps of development on a weekly basis ▶ To liaise with parents/carers to ensure each individual child's needs are recognised and met ▶ To report termly to the Pre School for each key child's age and stage ▶ To report any safeguarding concerns to the Pre School Manager and support

	<p>them with safeguarding for the setting</p> <ul style="list-style-type: none"> ▶ Comply with the organisation's childcare policies and procedures ▶ Take part in training and development for own knowledge and understanding ▶ Maintain excellent working relationships with parents, staff and other agencies. Acting as a good role model to children and other staff members ▶ To attend regular staff meetings ▶ Follow YMCAES safeguarding, child protection and safer working practice policies at all times, taking any concerns regarding health or/and wellbeing to your line manager or senior management ▶ To ensure that any information regarding a child, their family or another member of staff is kept completely confidential ▶ Act in the interests of your own safety & the safety of others at all times ▶ Undertake any other duties and responsibilities reasonably requested by the management of the organisation ▶ Report to your line manager any potential risks to which YMCAES is or may be exposed
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PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training:	NVQ Level 3 in child related studies	X		Application and certificates
	12 hour Paediatric First Aid		X	Application and certificates
Experience & Knowledge	Knowledge and understanding of safeguarding and safeguarding good practice.	X		Application, interview
	Experience of the Early Years Curriculum	X		Application, interview
	Experience of working with children in a childcare setting	X		Application, interview
	Strong understanding of the development needs of children.	X		Application, interview
	An understanding of the developmental needs of children	X		Application, interview
	Experience of working in a high-pressured environment		X	Application, interview
	Experience of being a key person including maintaining children's records and working in partnership with parents	X		Application, interview
	Understanding and commitment to equal opportunities	X		Application, interview
	Experience of conducting Health and Safety Risk Assessments		X	Application, interview
Abilities, skills, and attitude	An inspirational approach to helping young children to develop through play	X		Application, interview
	Enthusiasm for the work and the values of YMCAES	X		Application, interview
	Abilities and willingness to relate positively to children, parents and staff	X		Application, interview

	A creative and flexible approach to work	X		Application, interview
	Ability to work under pressure and to strict deadlines	X		Application, interview
	Ability to work independently and as part of a team	X		Application, interview
Other requirements	Commitment to the YMCA's Aims and Purposes	X		Application, interview
	Be friendly, flexible, professional and approachable	X		Application, interview
	DBS check for working with children and adults at risk	X		DBS Check
	Car driver		X	Application, interview