

## JOB DESCRIPTION

<b>Job Title:</b>	Early Years Educator/Practitioner
<b>Salary:</b>	Early Years Educator (Level 3 Qualified): £12.33 p/h Early Years Practitioner: £11.44 p/h
<b>Hours of work:</b>	full time/part time, bank/contracted hours available. Pre-School operates term time only, Monday to Friday 08:30-15:00.
<b>Place of work:</b>	YMCA Sovereign Centre Pre-School Slipshatch Road Reigate, Surrey RH2 8HA  Or  YMCA Merstham Hub Pre-School 2A-2B Portland Drive Merstham, Surrey RH1 3HY
<b>Responsible to:</b>	Sovereign/Merstham Pre-School Manager
<b>Responsible for:</b>	N/A
<b>Job Purpose:</b>	The Early Years Educator/Practitioner 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.
<b>Background to role:</b>	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.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>▶ To provide a diverse range of experiences for children to learn through play</li> <li>▶ To provide high standards of customer service to children, parents and other stakeholders</li> <li>▶ To work in cooperation with other team members, to provide a caring supportive environment in which children can thrive</li> <li>▶ 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</li> </ul>

	<ul style="list-style-type: none"> <li>▶ To observe key children and plan for each child's next steps of development on a weekly basis</li> <li>▶ To liaise with parents/carers to ensure each individual child's needs are recognised and met</li> <li>▶ To report termly to the Pre School for each key child's age and stage</li> <li>▶ To report any safeguarding concerns to the Pre School Manager and support them with safeguarding for the setting</li> <li>▶ Comply with the organisation's childcare policies and procedures</li> <li>▶ Take part in training and development for own knowledge and understanding</li> <li>▶ Maintain excellent working relationships with parents, staff and other agencies. Acting as a good role model to children and other staff members</li> <li>▶ To attend regular staff meetings</li> <li>▶ 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</li> <li>▶ To ensure that any information regarding a child, their family or another member of staff is kept completely confidential</li> <li>▶ Act in the interests of your own safety &amp; the safety of others at all times</li> <li>▶ Undertake any other duties and responsibilities reasonably requested by the management of the organisation</li> <li>▶ Report to your line manager any potential risks to which YMCAES is or may be exposed</li> </ul>
--	---

**PERSON SPECIFICATION:**

		<b>Essential</b>	<b>Desirable</b>	<b>How measured (application, assessment, interview)</b>
<b>Qualifications, Education &amp; Training:</b>				Application and certificates
	NVQ Level 3 in child related studies (for Early Years Educator position)	x		Application
	12 hour Paediatric First Aid		x	Application, interview
<b>Experience &amp; Knowledge</b>				
	Knowledge and understanding of safeguarding and safeguarding good practice.	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
	Understanding and commitment to equal opportunities	x		Application, interview
	Experience of working with children in a childcare setting	x		
	Experience of the Early Years Curriculum	x		
	Experience of working in a high pressured environment		x	
	Experience of being a key person including maintaining children's records and working in partnership with parents		x	

	Experience of conducting Health and Safety Risk Assessments			
<b>Abilities, skills, and attitude</b>				
	An inspirational approach to helping young children to develop through play	X		Application, interview, assessment
	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, assessment, and 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
<b>Other requirements</b>				
	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