



## Job Description

**Job Title: Early Years' Practitioner - Level 3**

**Responsible to: Preschool Manager**

### **Purpose of the Role:**

To work as a key person and as part of the preschool team under the direction of the manager or the deputy. To provide safe, high quality education and care for young children, which meets the individual needs of children attending the setting.

Fledgelings Preschool is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Fledgelings Preschool is an equal opportunities employer.

### **Main Duties:**

- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- To help set up for the daily programme and to help tidy away at the end of the session.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- To work in partnership with parents/carers and other family members.
- To advise the manager of any concerns e.g. health and wellbeing of children, parents or the safety of equipment, preserving confidentiality as necessary.

- To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
- To teach children, offering an appropriate level of support and stimulating play experiences.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.
- To support children at snack time and lunch club.
- To actively participate at team meetings, supervision meetings and appraisal meetings.
- To attend training courses as required and to take responsibility for personal development.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
- To be aware of and adhere to all the setting's operational policies and procedures - e.g. health and safety, fire precautions, dropping off and collection of children, food safety and cleanliness of the setting.
- To ensure that adequate records are kept and updated regularly, and use the Tapestry online learning journal to record observations about the children and share them with their parents/carers.
- To promote the setting to current parents and potential customers.
- To respect the setting's Christian ethos.

*This job description is not an exhaustive list of duties and the staff member will be required to undertake any other reasonable duties discussed and directed by the line manager. The staff member is also expected to be flexible and adaptable in their approach to fulfilling their duties.*



## **Early Years' Practitioner - Person Specification**

### **Essential criteria:**

- Level 3 Early Years Education and Childcare qualification or equivalent.
- Willingness to learn and undertake further training.
- Previous experience of working with young children.
- Sound knowledge of child development for children from birth to five years.
- Knowledge of the Early Years Foundation Stage (EYFS).
- Knowledge of safeguarding and child protection procedures.
- Good communication skills.
- An understanding of play-based approaches to children's learning and development.
- An ability to work proactively and take the lead in organising play-based activities.
- A commitment to continuously promoting a culture of safeguarding.
- A commitment to equal opportunities.
- A commitment to working effectively with young children and families.
- A friendly and flexible approach at work which facilitates the development of mutually respectful and effective relationships.
- A commitment to the setting's Christian ethos.

### **Desirable criteria:**

- Minimum Maths and English G.C.S.E. grade C/4 or equivalent.
- Paediatric First Aid qualification.

*This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Staff must be prepared to disclose any convictions they may have and any orders which have been made against them.*



## Job Application Form

**Application for the post of:** Early Years' Practitioner, Level 3

### Personal details

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Qualifications achieved** (begin with the most recent, including study currently being undertaken)

Secondary schools, colleges, universities	From	To	Brief details of course and qualifications taken	Grade

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Professional or other qualifications, apprenticeships, memberships of professional organisations:

Other training you have received which you consider relevant:

## Employment history

### Current/most recent employment:

Name and address of employer: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates employed: \_\_\_\_\_

Notice required: \_\_\_\_\_

Job title: \_\_\_\_\_

Basic salary per annum: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_  
 \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Other employment/career history starting with the most recent:**

*Please give your full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).*

Post	From	To	Employer/organisation name and address	Reason for leaving

Please give details of other interests, including involvement in voluntary organisations, which you consider relevant:

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## Experience/relevant skills

*Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each of the criteria detailed on the job specification and provide examples of how you meet these.*

*If you need to continue beyond this page of the form, please use A4 sized white paper.*

Do you have a driving licence? Yes ☐ No ☐

Do you have access to a vehicle? Yes ☐ No ☐

Do you have access to public transport? Yes ☐ No ☐

Do you have any relationship (i.e. family, friends) with anyone working for the provision? Yes ☐ No ☐

## References

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

Name: \_\_\_\_\_

Position held and relationship: \_\_\_\_\_

Organisation name and address: \_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_ Email address: \_\_\_\_\_

May we contact the referee before interview? Yes ☐ No ☐

Name: \_\_\_\_\_

Position held and relationship: \_\_\_\_\_

Organisation name and address: \_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_ Email address: \_\_\_\_\_

May we contact the referee before interview? Yes ☐ No ☐

## Declaration

*Any of the above particulars may be subject to verification. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.*

*I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.*

*I understand that The Fledgelings Preschool may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the setting.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Only complete this section if the post applied for is exempt from the provisions of the Rehabilitation Act 1974.**

Have you ever been convicted, cautioned or reprimanded for a criminal offence or are at present the subject of a criminal investigation/pending prosecution? Yes ☐ No ☐

Are you on either of the two lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)? Yes ☐ No ☐

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)? Yes ☐ No ☐

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Yes ☐ No ☐

If yes to any of the above, please give details and dates in the space provided below:

Do you need a work permit to work in the UK? Yes ☐ No ☐

National Insurance No: \_\_\_\_\_

How did you find out about this vacancy? (If a newspaper/journal/website please give the name.)

\_\_\_\_\_

I consent to The Fledgelings Preschool holding the data in the equal opportunities section of this form in their database and manual file.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## Recruitment Monitoring Form – Confidential

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and return it, in a separate envelope marked confidential, alongside the application form. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an equal opportunities employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Please help us achieve our main aim by completing the following questions:

Position applied for: \_\_\_\_\_

Age: \_\_\_\_\_

If you are invited to attend an interview or take up employment and require special arrangements:

Do you consider yourself to have a disability?

Yes ☐

No ☐

Gender:

Male ☐

Female ☐

I would describe my race or ethnic origin as (please tick appropriate box):

White		Black		Asian		Chinese		Mixed	
White British		Black British		Bangladeshi		Chinese		White and Black Caribbean	
White Irish		Black African		Pakistani		Chinese other		White and Black African	
White Other		Black Caribbean		Indian				White and Black Asian	
		Black other		Other					

Other, please state:

# Employee Disclosure and Barring Declaration and Consent Form

Full name: \_\_\_\_\_ Role: \_\_\_\_\_

The role you have applied for requires an enhanced Disclosure and Barring Service (DBS) check with barred lists check and will require you to have an up-to-date DBS certificate for the duration of your employment. In order to ensure that your certificate remains up-to-date The Fledgelings Preschool requires you subscribe to the DBS Update Service.

Once registered with the Update Service, your certificate will be kept up-to-date by the DBS and your certificate becomes portable. You can take your certificate with you from role to role and employer to employer, where the same level and type of check is required, as long as you remain registered. This means you will not have to complete a DBS check application form every time you change job or employer.

This form is a declaration to confirm the following:

- I have registered with/will register with and subscribe to the Disclosure and Barring Update Service.
- I understand that as a condition of my continued employment I will maintain my subscription with the DBS Update Service.
- I will update the DBS on any changes in my personal circumstances e.g. change of address, name etc.
- I give The Fledgelings Preschool ongoing consent for the duration of my employment to carry out status checks to establish that my DBS Certificate is up to date.
- I will present my original DBS certificate to The Fledgelings Preschool when requested, so that they are able to confirm that the certificate is the same type and level required for the role, to ensure that the right checks have been carried out and see what, if any, information was disclosed about me.
- I will provide The Fledgelings Preschool with my date of birth and DBS Certificate number to enable them to carry out the status checks.
- In the event a new certificate is required because there has been a change in status, I will present the original copy of the DBS certificate to The Fledgelings Preschool.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed application form along with the completed employee disclosure and barring declaration and consent form and recruitment monitoring form in an A4 sized envelope marked 'CONFIDENTIAL' to:**

Kyleigh Nicholls  
The Fledgelings Preschool  
Tile Kiln Church  
Robin Way  
Chelmsford  
CM2 8AU