

## Early Years Practitioner - Estates and Campus Services - Grade D

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### Job Description

#### **Purpose**

Take a shared responsibility for the welfare, learning and development of a designated group of children within the Centre by working with initiative and creativity to foster an environment that encourages the children's all-round development.

#### **Duties**

1. Implement policies and procedures to ensure the welfare requirements of the Early Years Foundation Stage Statutory Framework are met.
2. Planning an enriched curriculum through play experiences for children, in line with the Centre's policy on teaching and learning to meet the learning and development requirements of the EYFS Statutory Framework.
3. Participate in the Centre's policies on planning, assessment, recording and reporting, in line with the requirements of the EYFS Statutory Framework.
4. Take on the role of key person for a designated group of children.
5. Prepare rooms, accept children from parents and ensure their safe return.
6. Ensure a safe and stimulating environment for the children throughout the day.
7. Organise and participate in provision and supervision of play activities and meals.
8. Occasionally participate in the training of placement students/trainees under the overall guidance of the Pre-School Centre Joint Managers.
9. Ensure effective communication with parents and external agencies.
10. Take shared responsibility for carrying out all areas of our environmental health policy.
11. Maintain the highest level of cleanliness and hygiene in all areas of our setting.
12. Take shared responsibility for the care, maintenance and security of all equipment and resources within the Centre.
13. Participate in the Centre's performance management review process and access any necessary training or professional development.
14. Always comply with all the Centre's policies and procedures.
15. Treat all staff, children and parents with courtesy and kindness at all times.
16. Undertake other relevant duties and responsibilities appropriate to the grade, as may be determined from time to time by the joint managers or the Deputy Director of The People.

### Person Specification

#### **Knowledge, Skills, and Behaviours (Essential)**

- Experience of planning, assessing, recording, and reporting to meet the requirements of the EYFS Statutory Framework (Application/Interview).
- Recognised Level 3 qualification in childcare and education (Application/Interview).

- Good interpersonal skills and an ability to work as part of a team (Application/Interview).
- The ability to support trainees through mentoring and coaching (Application/Interview).
- Understanding of procedures relating to safeguarding children (Application/Interview).
- Commitment to supporting an inclusive ethos within the Centre (Application/Interview).
- Commitment to ongoing personal professional development (Application/Interview).
- An enhanced DBS check, confirming suitability to work with children (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Willingness to work towards a higher-level qualification - Level 4 qualification in childcare management, foundation degree or early years professional status (Application/Interview).
- Experience of the Special Educational Needs Code of Practice (Application/Interview).