

The Cherries Pre-School/

School Lane, Newington, ME9 7LB, 01795 841131

Registered Charity Number: 1122371

Company Number: 6402821

JOB DESCRIPTION

JOB TITLE – Early Years Practitioner

SALARY – Minimum Wage

RESPONSIBLE TO – The Cherries Pre-school Manager, Deputy Manager and The Cherries Pre-school Management Committee.

PURPOSE OF POST – To work as a key person as part of the Cherries team, under the direction of the Manager to provide safe, high quality education for pre-school children.

MAIN DUTIES –

- To effectively deliver the Early Years Foundation Stage (EYFS) ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members)
- To act as a Key Person to a group of children and to ensure their needs are reflected in the planning of routines and activities.
- To keep records of your key children's development through online learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision is of high quality and the environment meets the needs of individual children, having an awareness of any disabilities, family cultures and medical histories.
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, weekly staff meetings, fundraising events.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To produce transition records and other reports as necessary.
- To develop your role within the team, especially with regard to being a key person.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.

Registered Office: The Cherries Pre-School, School Lane, Newington, Sittingbourne, Kent ME9 7LB
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- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support students and volunteers.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- Possess or be willing to obtain a satisfactory enhanced DBS check.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Holders of this post must be prepared to disclose any convictions they may have or will incur, and any orders, which have been or will be made against them.