



**Post:** Early Years Practitioner (Level 3)  
**Term:** 1 year fixed-term  
**Hours:** 38 hours per week, year round  
Shifts variable between 8am-6pm Monday - Friday  
**Salary:** From £17,711, depending on experience

### Duties and Responsibilities

All duties are in accordance with Histon Early Years Centre policies and procedures, the children act and other relevant legislation and all local authority and OFSTED requirements, having the responsibility:

- To work as a member of the Centre team, under the leadership of senior staff and the senior management team, ensuring the development of an environment which provides high standards of physical, emotional, social and intellectual care for children
- To use initiative and contribute creativity to the effective daily running of the Centre
- To assist others in maintaining the expected hygiene and cleanliness standards of the Centre
- To project the positive and professional attributes of the Centre
- To undertake any special projects as requested by the room leader or member of the senior team
- To fulfil your responsibility to Safeguard children and young people as stated in the Centre policy
- To follow all Centre policies and be vigilant, reporting any issue which may cause concern either via the logging of concerns or the whistleblowing procedures and respect the confidentiality of the stakeholders of the Centre

### You will:

- be prepared to undertake training that will support and develop your role within the Centre, developing an understanding of childcare and child development
- be a reliable member of the team, working co-operatively, with consideration for your colleagues
- have flexibility towards your role and the duties you are required to fulfil

- ensure the cleanliness of the children and the setting at all times
- ensure that the setting is kept to a high hygienic standard and maintain the established high professional standards
- ensure that the highest standards of safety and security are operated at all times within the setting and in particular within the room and related areas you have responsibility for
- aspire to the good practice, modelled by the team, with regard to individual and group care with the children and understand that all team members must lead by example
- develop effective communication skills with parents/carers and colleagues, encouraging them to participate in the children's progress and development
- observe each child's progress and use the information gained to inform next steps, create learning journeys and inform achievement, noting progression and continuity
- follow the guidelines for the implementation of the revised Early Years Foundation Stage
- assist in creating a stimulating and attractive environment
- contribute to and work as part of a highly motivated and professional team, taking on keyworker responsibilities
- ensure that the equal opportunities policy is adhered to at all times
- ensure correct procedures are followed in relation to security, incident or accident and inform a member of the senior team of issues at the earliest opportunity
- to be aware and comply with all Health and Safety standards and follow the procedures and policies of the setting in relation to regulatory requirements.
- attend events and celebrations as necessary for the wellbeing of the children and their families
- attend monthly meetings held out of hours
- Follow all safeguarding procedures and undertake safeguarding (child protection) training every 3 years and annually via provision from your line manager

### **Skills/Abilities**

You must:

- have a desire to work supportively within a childcare and education environment, understanding that each child is an individual
- have a good understanding of childcare and child development

- have a high standard of literacy and numeracy appropriate to the duties required
- be flexible and creative, having the commitment to contribute to the provision of an outstanding Centre
- have the ability to promote good practice in a professional manner and understand and adhere to the commitment for confidentiality
- have good organisational and time keeping skills
- have the ability to take instruction from senior members of the team and give instruction and support junior members of the team

### **Commitment**

You must:

- have an understanding of, and personal commitment to, the continual development of Histon Early Years Centre

### **Other**

You must:

- have a commitment to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken

**Histon Early Years Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**