

Bright Blocks Preschool



Early Years Practitioner Recruitment Pack



Checklist of documentation

- ☐ Proof of ID (Passport / Driving License Photocard, Birth Certificate)
- ☐ Proof of address (Utility Bill, P45 or P60)
- ☐ Proof of eligibility to work in the UK (Passport / Birth Certificate etc.)
- ☐ Evidence of Qualifications
- ☐ Enhanced DBS Certificate
- ☐ First Aid Certificate

Bright Blocks Preschool



JOB DESCRIPTION - EARLY YEARS PRACTITIONER

Job Overview

To provide the highest levels of care and education for all children attending the setting.

Aims

- Provide high standards of care and education to meet the individual needs of all children
- Adhere to all company policies and procedures at all times
- Acquire and maintain positive working partnerships with staff, parents and carers

Key Responsibilities

- Adhere to all company policies and procedures
- Contribute to a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage

Ensure appropriate planning and assessment is accurately maintained for key children

- Undertake the role of key person as described in the policy
- Prepare and supervise activities
- Setup and pack away resources for each session
- Supervise and support children at all times (indoor and outdoor)
- Ensure that equality of access and opportunity is provided to all children, parents, staff and visitors
- Ensure that all children are kept safe
- Notify Designated Officer of any safeguarding concerns
- Maintain a positive attitude at all times with children, parents, colleagues and visitors
- Develop and maintain professional working relationships with colleagues, parents and carers
- Ensure confidentiality, where appropriate, is maintained
- Adhere to all health and safety policies and procedures and undertake a shared responsibility for cleanliness and health and safety throughout the nursery
- Work as part of a team to ensure the company's values are maintained
- Attend monthly staff meetings, planning meetings and undertake training as required
- Undertake any other duties as reasonably requested by line manager
- The duties and responsibilities included in this job specification are not exhaustive or restrictive and can be reviewed at any time in the future, changes and other duties deemed relevant to this post may be added
- Accompany and support children with toileting, including changing nappies and changing clothing where necessary as per our Nappy Changing & Toilet Training Policy

PERSON SPECIFICATION - EARLY YEARS PRACTITIONER

	Essential	Desirable
	Qualifications <ul style="list-style-type: none"> Minimum full and relevant Level 3 Early Years 	
Skills/Competencies	<ul style="list-style-type: none"> Ability to communicate confidently with adults and children Able to work well within a team Good verbal and written communication skills Able to maintain confidentiality and know when to report issues of concern to a senior team member Generate creative ideas to inspire learning Ability to write reports and keep clear and accurate records Ability to write clear objective observations Good planning and organising Ability to comprehend and adhere to a strict set of policies and procedures Work in partnership with parents Effective time management 	<ul style="list-style-type: none"> General computer literacy Good organisational Skills Ability to work well under pressure Able to reflect and learn from personal actions and experience Evidence of ongoing personal development Able to work confidently with SEND Calm in all circumstances Able to work on own initiative Knowledge of digital learning platforms; i.e, FAMLY, Learning Book, Tapestry etc. Working with outside agencies
Knowledge	<ul style="list-style-type: none"> Sound knowledge of the Early Years Foundation Stage curriculum Able to ensure the safety and welfare of children through a confident knowledge of Safeguarding processes and procedures Able to participate in child observations and assessments with a strong understanding of child development 	<ul style="list-style-type: none"> Health and Safety awareness Specific training in child protection Knowledge of the Special Educational Needs Code of Practice and the required support systems put in place
Experience Required	<ul style="list-style-type: none"> Background in working to the Early Years Foundation Stage framework Experience of supporting children within a Nursery setting Experience of working and communicating with parents and carers 	<ul style="list-style-type: none"> Experience of, and commitment to, outdoor learning i.e. Forest School. Experience with using a range of technologies to teach and asses children, i.e. Interactive White Board, iPad.
Personal Qualities	<ul style="list-style-type: none"> Self-motivated Flexible and Adaptable Friendly Enthusiastic Committed Professional Motivated Able to have fun! 	<ul style="list-style-type: none"> Resourceful

Bright Blocks Preschool



JOB APPLICATION FORM

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

PERSONAL DETAILS	
First Name:	Surname:
Any previous names?	
Date of Birth:	
Current Address:	
Contact Number (home):	Mobile:
E-mail address:	
National Insurance Number:	

EMPLOYMENT
Name of Current Employer (if applicable):
Current job title:
Work Address:
Work contact number:
Work Contact E-mail:

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. You cannot use relatives, partners or friends as referees.

Name	Name
Position held and relationship to you	Position held and relationship to you
Organisation name and Address	Organisation name and Address
Contact Number	Contact Number
E-mail address	E-mail address
We would normally seek references before interview. May we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	We would normally seek references before interview. May we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

QUALIFICATION ACHIEVED (start with the most recent)

Secondary schools, colleges, universities	Details of course and Qualifications Gained	Date

ANY OTHER RELEVANT TRAINING (start with the most recent)

Course title	Training Provider	Date

Please give details about your previous work experience, either paid or voluntary in chronological order since leaving secondary education (please also explain any gaps in your work history):

Dates (month/year)	Organisation	Job Title	Reason for Leaving

Please tell us about any experience that you believe is relevant to your suitability for the post and how you meet the person specification and/or job description (continue on a separate sheet if necessary):

General Information

Do you hold a current full driving licence? Yes / No

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

Do you hold a current enhanced DBS? Yes / No

Do you have a current Paediatric First Aid Certificate? Yes / No

Notice Period

If appointed, how soon could you join us?

Disability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you do this job.

.....
.....

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 Flo's 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: _____

Data Protection Act

The information provided on this form will be given to the short listing panel and used to determine short listed candidates for the post. The information provided will be stored in a secure location and restricted to those authorised to access. Unsuccessful applications will be destroyed after a six-month period.