Role: **Keyworker with Hendreds Preschool**

Term Time Only

Pay: Currently £9.20 for level 2 and £9.35 for level 3 per hour

Hours: 20 hours over 4 days per week

39 weeks per year

with 5.6 weeks holiday per year

Start Date: September 2021

12 month fixed-term contract

with possibility to extend further

Deadline for Applications: 30th SEPTEMBER 2021

***The Setting***

The Hendreds Preschool is a small, friendly, village preschool, taking children from 3 – 4 years old during term time. The team consists of 5 other members of staff who are highly motivated, qualified and experienced and dedicated to providing the highest standard of care. We provide the children with fun and stimulating activities and environment and recognise and respond to the individual required needs for staff and children.

The Pre-School is over-subscribed, being both popular and well supported by both parents and the committee with the children forming strong bonds with staff and other children. As a result of the Covid-19 pandemic and the impact it has had on the youngest children, we are now looking to expand the team in order to support and allow the children in our care to thrive.

***The Role***

We are looking for a highly qualified, enthusiastic and committed person to join our small but strong team. The ideal candidate will ideally have at least two years’ experience, although this is desirable rather than essential, and will understand the day-to-day requirements of a small setting.

The main roles and responsibilities will be to work as part of the Pre-School team and as a key person to children under the direction of the Manager; to provide safe, high quality education and care for young children that meets the individual needs of children attending the setting during Pre-School sessions (including outdoor learning sessions) as required; to ensure that policies are implemented under the direction of the Management Committee.

We pride ourselves on having strong, passionate and innovative staff and are looking for another member of the team to bring their own skills, experience and ideas; who is passionate about providing excellent childcare.

*Essential criteria*

1. Willingness to learn.
2. Minimum Level 2 early years education and childcare qualification or equivalent, and a commitment to further training;
3. Previous experience of working with young children.
4. Sound knowledge of child development from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of child protection procedures.
7. Good communication skills.
8. An understanding of play-based approaches to children’s learning and development.
9. Commitment to equal opportunities.
10. Commitment to working effectively with young children and their families.
11. Friendly and flexible approach at work that facilitates the development of effective relationships.
12. Happy to work both independently and as part of a team.
13. Willingness to undertake training.

*Desirable criteria*

1. Current paediatric First Aid at Work qualification.
2. Experience of SEND and working with children with SEN.
3. Experience of online learning journals, e.g. Tapestry.

We can offer a highly supportive staff team and ongoing personal CPD.

Responsibilities include:

1. To assist with the planning of sessions and ensure that the requirements of the Early Years Foundation Stage (EYFS) are met.
2. To help to set up the playroom and tidy away at the end of the session.
3. To act as a key worker to a group of children, ensuring each child’s needs are recognised and met, liaising closely and building an effective relationship with parents/carers (including holding parent/teacher interviews with parents).
4. To work in partnership with parents/carers and other family members.
5. To observe, assess and record each child’s progress.
6. To advise the Pre-School Manager of any concerns, e.g. over children, parents or the safety of equipment, ensuring confidentiality as necessary.
7. To teach children, offering an appropriate level of support and stimulating play experiences.
8. To ensure that children are kept safe and that you understand when to follow child protection procedures.
9. To actively participate at team, supervisory and appraisal meetings.
10. To take part in fundraising events, outings or visits.
11. To attend training courses as required and take responsibility for your own development.
12. To keep any information regarding the children, their families or other staff, which is learned as part of the job, completely confidential.
13. 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, cleanliness of the setting etc.
14. To assist with the maintenance of records, e.g. daily attendance register, accident and incident book, collection book and other administration.
15. To assist with safety procedures and fire drills when practised.
16. To hold a current First Aid Certificate.
17. To assist in the setting up and packing away of outdoor learning including the carrying of kit to and from the site.
18. To supervise and manage children safely in both an indoor and outdoor environment.
19. To adhere to the recommendations of the Manager regarding the facilitation of outdoor learning.
20. Create a friendly, safe and happy environment for children, staff and parents.
21. To promote Hendreds Pre-School to current parents and potential customers.

The Board is conscious the role requires administration. Time is accordingly allocated within the working week to allow each member of staff sufficient time away from the children to carry out the necessary administration. To do so, there is a small office on site but away from the setting.

**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

Please apply with completed application form downloaded from the website to:

[chairofhendredspreschool@outlook.com](mailto:chairofhendredspreschool@outlook.com)