

BUSY BEES PRE-SCHOOL PRACTITIONER
JOB ADVERT

Pre-School Practitioner: Busy Bees Pre-school

Vacancy details

- **Type of vacancy:** Permanent – part time – 16.5 hours per week
- **Rate of pay:** Dependent upon experience and qualifications.
- **Job Description**

We are seeking a caring, enthusiastic and self-motivated person who is able to maintain and continue to deliver a safe, stimulating, nurturing child centred environment. The successful candidate will be able to work within a small team of dedicated childcare practitioners with a range of experiences. A sound knowledge and understanding of the EYFS is a vital requirement. The successful candidate should be an excellent communicator, be organised and should always act as a strong role model for staff, children and parents.

Any other information

Setting Description: Busy Bees Pre School is a small, committee-run, pack away setting, located in the centre of the village of Bishops Sutton, near Alresford. The setting is based in Bishops Sutton Village Hall and enjoys small but useful outdoor play area, as well as access to surrounding countryside.

The preschool accepts children from the age of 2yrs until school age and both families and children are supported by a very warm friendly team of practitioners.

Skills & qualifications

Required qualification requirements:

Minimum Level 2 Childcare qualification.

At least 2yrs post qualifying experience.

Level 3 Paediatric first aid.

Safeguarding level 3 qualification and sound understanding of child protection issues and confidentiality.

A sound understanding of equal opportunities.

A positive and understanding approach to behaviour management.

Excellent written and verbal skills, time management and organisational skills.

Excellent reflective and evaluation skills.

A good knowledge and understanding of how children learn and develop.

A sound knowledge of the EYFS.

A commitment to keeping up to date with developments in early years care and education.

Desirable skills and qualifications:

A knowledge of tapestry is desirable.

Level 3 childcare qualification.

Potential candidates will be required to undergo an enhanced DBS disclosure.

How to apply

Please send your CV along with your salary expectations and any queries to Jo Gay, Committee Chair Person on busybeeschair@hotmail.co.uk by Monday the 8th of November 2021.

Deadline for applications – November 8th 2021

BUSY BEES PRE-SCHOOL PRACTITIONER
JOB DESCRIPTION

Job Title: Pre-School Practitioner
Responsible to: Preschool Manager
Purpose of Job:

To provide safe, high quality education and care for pre-school children.

Main Duties:

- To be responsible for providing a high quality of education and learning, offering appropriate stimulation and support to the children attending the setting.
- To assist in setting up and packing away equipment before and after each session.
- To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately.
- To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times.
- To liaise with the management committee or owner, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
- To implement all pre-school policies and procedures e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
- To ensure that children attending the setting are encouraged to have a balanced and healthy diet.
- To attend any conferences, training events or meetings, as identified by the committee and to keep up-to-date with current good practices.
- To ensure that accurate and up-to-date record keeping systems are in place e.g. children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
- To undertake any other reasonable duties as directed by the Chair of the Management Committee, in accordance with the setting's business plan/objectives.

Personal Specification

Essential Criteria:

- Proven experience of working in a pre-school setting.
- Minimum level 2 Early Years Education and Childcare Qualification or equivalent, along with commitment to ongoing training.
- Sound understanding of child development, and of children's needs.
- Good time management and organisational skills.
- Ability to work under pressure without supervision.
- Demonstrable and detailed knowledge of current legislation relevant to the Early Years.
- Ability to work with parents and families to encourage their involvement.
- Commitment to equal opportunities and an understanding of equality and diversity issues.

Desirable Criteria:

- Experience of a parent-managed or parent-engaging pre-school.
- Understanding and experience of Tapestry software.

Working Hours:

- Up to 16.5 hours/week to include admin time, term time only

Hours of work: Term time, part time –

Tuesday: 7.30am – 2.30pm

Wednesday: 7.30am - 12.30pm

Friday 8.00am – 12.30pm