

<b>POST: EARLY YEARS EDUCATOR</b> <b>LOCATION: BIRDHURST DAY NURSERY</b>
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## **1. MAIN PURPOSES AND SCOPE OF THE POST**

- 1.1. To have a good understanding of the EYFS and how it informs your practice.
- 1.2. To be a key worker for a group of children providing a safe, caring and stimulating environment in order to promote each child's development (social, physical, intellectual, emotional and spiritual) to the best of his/her potential.
- 1.2. To work effectively within a team and be able to take direction from your room leader and other senior members of staff.
- 1.3. To provide a non-discriminatory service sensitive to the needs of Croydon's multi-cultural community.
- 1.4. To work within statutory requirements, and Christian Family Concern's policies and procedures, including:

Equal Opportunities Policy  
Health and Safety Legislation  
Complaints Procedure  
Open files/recording  
Safeguarding  
Confidentiality

- 1.5. To be able to work successfully in partnership with parents for the benefit of their children.

## **2. SPECIFIC REQUIREMENTS**

- 2.1. To create a child-focused caring environment where each child's needs, e.g. learning, diet, medication, health, etc are identified and addressed.
- 2.2. To supervise students on placements.
- 2.3. To demonstrate good teamwork and communication within the Nursery environment.
- 2.4. To liaise with other childcare professionals.
- 2.5. To have a knowledge of child protection procedures.
- 2.6. To ensure the safety of the children in or outside of the nursery at all times.
- 2.7. To maintain a professional attitude towards children, parents and staff at all times.
- 2.8. To have an understanding of the Code of Practice for children with special educational needs.
- 2.9. To undertake professional training in aspects of childcare as the need arises through supervision with the Nursery Manager.
- 2.10. To work with other room staff to maintain a clean and tidy working environment.

### 3. SERVICE CONDITIONS

3.1 8am – 6pm or 9am – 6pm over 3 – 4 days

3.2 Salary and benefits

From £10.50 per hour depending on qualifications and experience (salaries are reviewed annually)

Generous staff childcare discount

Employer assistance programme

1 week Christmas closure

Pension Scheme

5.6 weeks annual leave incl. bank holidays (Additional week after 5 years' service)

Free DBS check

Free onsite parking

Free uniform

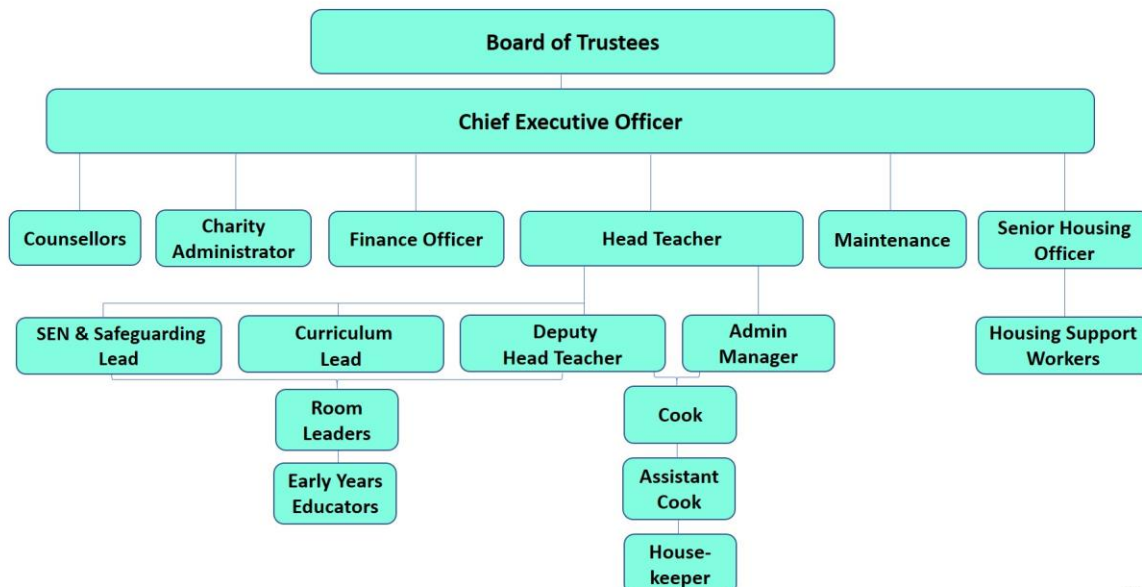
3.3 Staff are expected to maintain CFC premises as no smoking, alcohol and drug free areas. The expectation is that the ethics, belief system and the personal behaviour of staff must be seen to be compatible with the Christian nature of the organisation.

3.4 Some of the contracted hours may be outside normal office hours, e.g., for staff meetings however plenty of notice will be issued.

### 4. REPORTING LINE

4.1. Reporting to the Head Teacher, the position in the organisation is shown below:

#### CFC Lines of Responsibility



27/01/23

### LOCATION

Birdhurst Nursery is well served by public transport with buses T33 and 64 going right past the Nursery. We are also only a 5 minute walk from South Croydon Station and 10 minutes from Lloyd Park Tram Stop.