

POST: EARLY YEARS EDUCATOR LOCATION: BIRDHURST DAY NURSERY

1. MAIN PURPOSES AND SCOPE OF THE POST

- 1.1. 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.
- 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

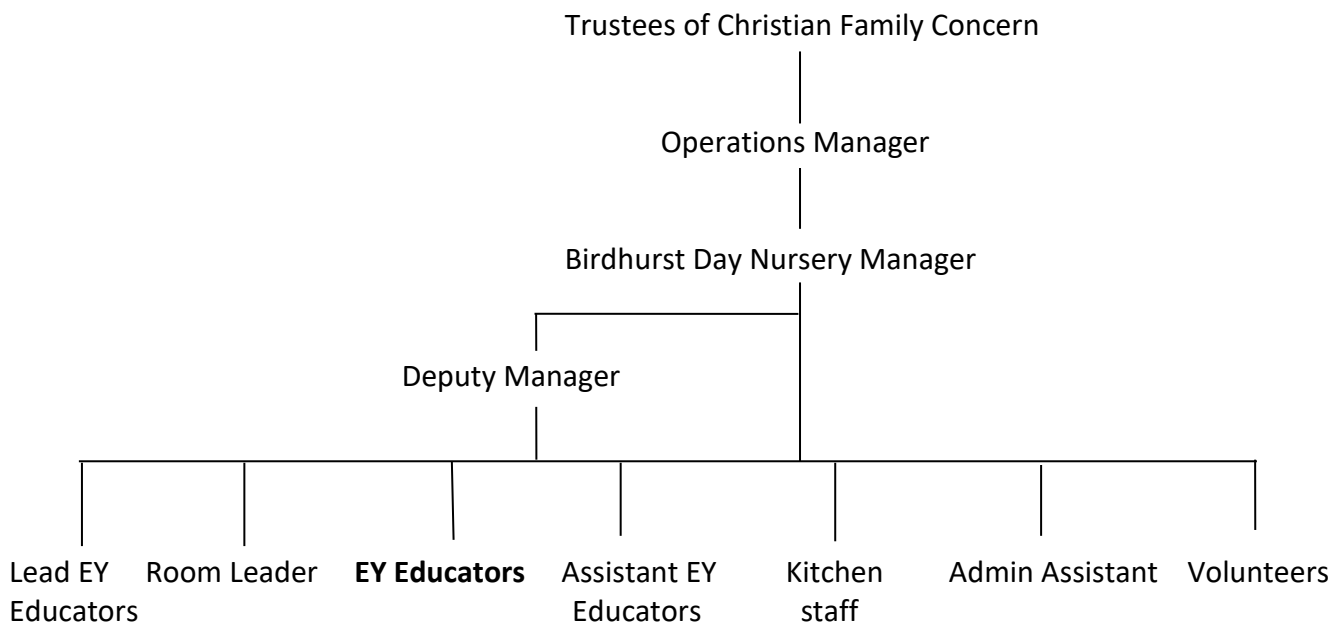
- 2.1. To create a child-focused caring environment where each child's needs, e.g. learning, diet, medication, health, etc are identified and addressed.
- 2.2. To supervise students on placements.
- 2.3. To demonstrate good teamwork and communication within the Nursery environment.
- 2.4. To liaise with other childcare professionals.
- 2.5. To have a knowledge of child protection procedures.
 - To identify child protection issues.
 - To monitor and record children's development.
 - To write reports for child protection conferences.
 - To attend child protection conferences.
- 2.6. To ensure the safety of the children in or outside of the nursery at all times.
- 2.7. Other duties as may be necessary, e.g. childcare duties in other Units.
- 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.

3. SERVICE CONDITIONS

- 3.1. **40 hours per week** worked on a shift pattern between the hours of 7.30am and 6.30pm Monday to Friday.
- 3.2. Some of the contracted hours may be outside normal office hours, e.g. for staff meetings.
- 3.3. 5.6 weeks annual leave inclusive of bank holidays.
- 3.4. **Salary from £8.60 per hour** dependent on qualifications and experience. Staff salaries are reviewed in relation to performance and increases considered accordingly.
- 3.5. 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.

4. REPORTING LINE

- 4.1. Reporting to the Nursery Manager, the position in the organisation is shown below:



LOCATION

Birdhurst Nursery is well served by public transport with buses 433 and 64 passing the door and only 5 minutes' walk from South Croydon Station and 10 minutes from Lloyd Park Tram Stop.