

## Pre-School Practitioner Job Description

Job Title Pre-School Practitioner Salary c.£12.50/hr.

Reporting To Pre-School Manager

Background: Cobham Community Pre-School has served the local community of Cobham and its surrounding area for over 30 years from its home in the Meadow Room. The preschool is a community-based, voluntary-managed setting which provides quality care and education from the age of 2.5 years until starting school. Staffed by a team of experienced, passionate and motivated practitioners, our aims are to work in partnership with families to provide exceptional opportunities for children to reach their full potential. Hours c.9 - 15 hours per week. Term-Time only. Exact hours and sessions to be agreed (between the hours of 9am - 3.15pm, Monday - Friday).

Job Role - Key Responsibilities include, but are not limited to the following

- To work as part of a team, providing a secure and enabling environment in which all individual children are encouraged to meet their potential and where their physical, emotional and intellectual needs are met
- To ensure the safeguarding, safety and well-being of the children
- To effectively deliver the EYFS, ensuring the individual needs and interests of the children are met (in conjunction with other team members).
- To work with other members of the pre-school team to ensure that the pre-school meets Ofsted and other legal requirements at all times
- To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of activities both indoors and outdoors
- To ensure that any information received concerning the children and their families is kept confidential at all times
- To liaise closely with families to develop strong partnerships to support children's holistic well-being.
- To support the work and beliefs of the pre-school by helping to create an environment that promotes open and equal opportunities for children and adults
- To assist in the setting up and clearing away of all activities and equipment
- To be involved in curriculum planning, policy writing and record keeping as requested by the Manager
- To attend staff meetings and training as requested

The ideal applicant will have:

Skills and Qualifications Competencies

- A relevant childcare qualification
- Computer Literacy
- Good level of numeracy
- Excellent communication skills both written and verbal
- Other relevant recent training such as First Aid, Child Protection, Food Hygiene, Health and Safety etc would be desirable
- Good organisational skills

- Ability to develop effective relationships with colleagues, parents and outside agencies
- Ability to work within a team and take instruction as and when needed
- A keen desire to make your best better.
- Flexibility
- Understanding of confidentiality
- Understanding of safeguarding and child protection
- Experience
- Recent experience of working with children aged 2.5 - 5
- Good understanding and working knowledge of the EYFS

## Application Procedure

For an application pack please visit our website [www.cobhampreschool.org.uk](http://www.cobhampreschool.org.uk) or email [preschoolcobham@gmail.com](mailto:preschoolcobham@gmail.com).

We are a safer recruitment employer and we will require applicants to be willing to supply two relevant references prior to interview, and to enrol on the DBS update service prior to commencement of employment.

Please see our Privacy Notice which explains how we will use your personal data.

Only successful candidates will be contacted.

Cobham Community Pre-School is an Equal Opportunities employer.