



Information for applicants

Early Years Practitioner

Closing date: 9:00am, 24th January 2025

The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and give you an insight into how your application will be handled.

Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

Application Form

A Emscote pre-school Application Form must be completed for you to be considered for the role. Please complete the application form which you can access from Emscote pre-school website. Alternatively, you can request a paper copy by emailing emscotepreschool@gmail.com and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section, please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Emscote pre-school will hold your data for 6 months after the end of the relevant recruitment process.

Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

Returning your Application

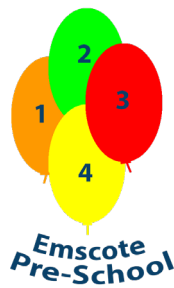
Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

- **Emailed applications** should be sent to emscotepreschool@gmail.com
- **Postal applications** please address as "Job Application for the post of ..." to identify it more easily from the general post. Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.

References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.



If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

Criminal Record Declaration

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as "spent", must be declared. However, certain convictions and cautions are considered 'protected' meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare, please provide details on the Declaration form and bring this with you if you are invited to interview in an envelope marked Confidential FAO Pre-school Manager.

Short-listing

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity. An online search of all shortlisted candidates will be performed prior to interview.

Contacting You

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

Attending Interview

If you are invited for interview, you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one and any relevant qualifications.

Enquiries

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact emscotepreschool@gmail.com. Thank you for your interest, we look forward to receiving your application by the closing date.

Laura Robbins

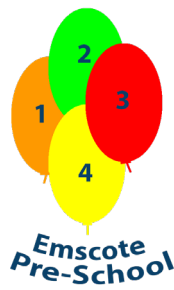
Pre-school Manager.



Person Specification

Early Years Practitioner

Factors Education & Qualifications	Essential Criteria Minimum Level 2 qualification in Children and Young Peoples Workforce or equivalent.	Desirable Criteria Paediatric First Aid A level 3 NNEB, NVQ 3, Cache or recognised equivalent Early Years Childcare qualification.
Experience / Knowledge	<p>Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p> <p>A working knowledge of safeguarding procedures and policies.</p>	Recent experience working in a Preschool /Nursery setting
Skills and Attributes	<p>Proficient in English both spoken and written.</p> <p>Good communication skills with both adults and children.</p> <p>Empathy and understanding of children under five.</p> <p>Ability to write reports and keep clear and accurate records.</p> <p>Excellent organizational skills.</p> <p>Calm and caring nature.</p>	
Personal Qualities	<p>Able to work on own initiative.</p> <p>Be a team player.</p> <p>Strive to enjoy and take pride in your work.</p> <p>Reliable, enthusiastic, and flexible.</p> <p>A commitment to quality in all areas, with a high level of motivation and enthusiasm.</p> <p>Able to perform under stress.</p> <p>A creative thinker.</p> <p>A good sense of humour.</p>	



Job Description

Early Years Practitioner

Post Title: Early Years Practitioner

Reporting to: Pre-school manager

Job Summary / scope / purpose

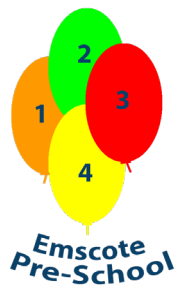
- To deliver a high standard of learning, development and care for children aged 2-4 years
- To ensure that the pre-school is a safe environment for children, staff and others.
- To developing partnerships with parents/carers to increase involvement in their child's development.
- To be responsible for any tasks delegated by the pre-school manager.

Key responsibilities

- To act as part of a team to support children throughout their time at pre-school.
- To plan, implement and supervise children's activities.
- To observe, monitor, and record children's progress.
- To build and maintain trusting relationships with children, parents, and work colleagues.
- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the pre-school meets Ofsted requirements at all times.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to pre-school policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person to a group of children or one to one support.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessment
- Help create and maintain a setting that is clean, hygienic, and welcoming.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

Responsibility for Staff

- The post holder has no line management responsibility but may assist with support, induction and training of other staff.



Level of supervision

- The post holder will receive direction and supervision from the Pre-school manager and Deputy manager.

Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in Contract of Employment.

Hourly rate	<ul style="list-style-type: none">• The hourly rate starts at £12.44 - £13.10 (dependant on qualifications) per hour plus 3 days holiday pay.
Hours	<ul style="list-style-type: none">• The appointment is for 12.5 hours per week over 5 days per week.• Hours of work are 1pm – 3:30pm
Working Weeks	<ul style="list-style-type: none">• Term time (38 weeks a year) plus additional staff training days.
Probationary period	<ul style="list-style-type: none">• New appointments are subject to successful completion of a six-month probationary period.
Notice period	<ul style="list-style-type: none">• A minimum of one months in writing to terminate at the end of a calendar month (i.e. at least one complete calendar months).

- The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.
- The job description may be reviewed and amended from time to time by the pre-school in consultation with the post-holder, to reflect or anticipate changes in the job commensurate with the grade and job role.