The Warriner Multi Academy Trust

Early Years Practitioner – Job Description

School	Graven Hill Primary School	Job Title	Early Years Practitioner Preschool/Early Years Practitioner
Reporting to	Headteacher	Salary	Grade 4 (Points 4-5) - £25,185-£25,584 Pro Rata
Hours of work	**31.25hrs per week 8.30am - 3.15pm (including 30min unpaid lunch) Mon-Fri Term Time Only**		

Main purposes of the job

The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.

Main responsibilities and tasks

Experience	Experience of working with children of relevant age
Qualifications/Training	Desirable Relevant Level 2 Qualification Pediatric First Aid Training
Knowledge/Skills	To assist with providing and supervising safe play activities for children To set out the equipment before each session commences and clear away at the end To foster each child's self-image and esteem and establish relationships which are based on mutual respect To provide a nutritious and healthy tea for the children in the club To promote an understanding of health issues such as healthy eating, dental health To ensure good working relations between the parents and staff

	To provide and maintain equality of opportunity for all children and their families
	To follow the school's Behaviour Policy
	To provide support to children including first aid if trained
	To attend training as reasonably requested
	To assist with the supervision of pupils both indoors and outdoors, having due regard to Health and Safety regulations and Policy
	To liaise with school staff as required
	To complete any other duties required by the Headteacher or Leadership Team
	which may reasonably be requested

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school. You are also required to be flexible and adaptable with respect to your role.

Postholder's signature: _____

Date: _____

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).

Person specification

CRITERIA	QUALITIES
Qualifications and training	• First aid training (or willingness to complete it) • Relevant Level 3 Qualification (desirable)
Experience	• Working with children or young people • Working and collaborating within a team
Skills and knowledge	• Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues
Personal qualities	• Commitment to supporting and understanding student needs • Uphold and promote the ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact recruitment.4007@warriner.oxon.sch.uk