



Job Title: Early Years Educator (Level 3) Baby Room
Pay: £13,035 per annum (£10 per hour)
Hours: Minimum of 25 hours per week working between the hours of 8am and 6pm, Monday to Friday
Shifts will likely be two full days 8am to 6pm and one half day per week, flexibility will be required.
Venue: footprints@hattonhill nursery, Alwyn Avenue, Litherland

footprints@hattonhill is a community-based nursery set in the heart of the Ford and Litherland community. We provide care and early years education for all children aged from birth, 51 weeks of the year between the hours of 8am and 6pm.

Our recent Ofsted inspection in September 2022 graded us GOOD in all areas. Inspectors commented that “children benefit from a highly successful transition programme when they join this nursery... children are confident and self-assured”, “children engage fully with the exciting activities on offer in this well-resourced nursery”, “partnerships with parents is a particular strength of this nursery”.

We are looking for an experienced early years educator to work in our Little Buds Baby Room with children under the age of 2 years old. You will hold a relevant early years level 3 childcare qualification and be willing to undertake an enhanced DBS check or be on the update service. All offers of employment are subject to DBS and suitable references.

What is the purpose of the role?

Safeguarding children is paramount and therefore safeguarding knowledge and experience must be secure with the ability to demonstrate how you put this into practice.

A childcare practitioner is responsible for the care of children including planning interesting and exciting activities for the children. You will be responsible for carrying out health and safety checks and risk assessments to ensure that the environment is safe for the children to explore.

You will have key worker responsibilities for a small group of children in our Little Buds Baby Room. You will ensure the children’s health and welfare needs are met and will plan for their progressive learning and development. As a Key Person you will develop strong relationships with the children, parents and families.

What do you have to achieve?

- The individual needs of children are identified and met.
- Company policies, procedures and operational practices are adhered to at all times.
- Positive working relationships with children, staff, parents and carers.

Benefits of Working for First Steps Enterprise Ltd

- Highly competitive salary
- Generous holiday scheme
- Additional Paid bank holidays
- Discounted childcare at our nurseries
- Ongoing professional development, training and promotion opportunities
- Pension scheme
- Life insurance
- Uniform provided

Key Responsibilities

Reports to:

- Room Leader and Nursery Management

Childcare and Education

- Act as designated key person for an allocated number of children.
- Ensure that you observe, plan and assess children's learning and development within the EYFS framework.
- Contribute towards high standards of quality within the nursery room in respect of the environment, resources and experiences offered to children.
- Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- Support the practice and provision in the nursery to meet the requirements of the Early Years Foundation Stage Statutory Requirements.
- Ensure that all safeguarding practices and procedures are adhered to keep children safe.
- Promote and facilitate effective partnerships with parents/carers and other family members.
- Support the development of good practice with regards to special needs and inclusion.
- Support nursery staff in delivering the nursery curriculum utilising methods and systems as directed by the company.
- Establish, develop and maintain highly professional working relationships with colleagues, relevant Local Authority Departments, regulatory bodies and other agencies.

Health and Safety

- Support the Room Leader in the day-to-day operation in order to ensure the health and safety of the children, their parents, carers, the team and any visitors to the nursery.

- Adhere to all health and safety policy and procedures.
- Be fully aware of all emergency and security procedures.

General

- Adhere to all Company policies and procedures.
- Maintain a positive attitude at all times with children, parents, visitors and work colleagues.
- Ensure confidentiality, where appropriate is maintained.
- Undertake any other duties as reasonably requested by line management.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

Other Information

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly nursery based, but staff will also be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Criminal Records Bureau and Other Checks

- A full enhanced DBS disclosure will be undertaken, and any adverse findings could result in any offer of employment being withdrawn.
- Previous employer references will be required.
- Qualification checks will be undertaken.
- Eligibility to work in UK.
- Other checks may be undertaken.

PERSON SPECIFICATION – ESSENTIAL (or working towards)

Qualifications

- At least NVQ level 3 in Early Years/acceptance equivalent qualifications as a minimum.
- A current first aid certificate (can be arranged if expired) and willingness to be an appointed person in first aid administration.
- Food Safety certificate (can be arranged if expired)
- Willingness to participate in relevant training and development opportunities.

Experience

- Proven experience working in an early years setting.
- Experience with children under the age of 2 will be an advantage.

Skills/Knowledge/Aptitudes

- Ability to work effectively with colleagues in the delivery of high-quality provision.
- Ability to build and maintain positive relationships with children and parent/carers in order to meet individual needs of children.
- Good communication, interpersonal and organisational skills.
- Experience of working within or implementing effective key worker systems.
- Good understanding of Development Matters in the Early Years Foundation Stage framework.
- Thorough knowledge of all aspects of child development and outcomes, and an understanding of the range of factors affecting development.
- Ability to promote a positive ethos and role model positive attributes.
- Good personal numeracy and literacy skills
- Awareness of inclusion, especially within a setting
- Effective use of ICT to support learning.
- Able to demonstrate an up-to-date knowledge of current developments and legislation relating to early years education and childcare.
- Knowledge and understanding of child protection issues, practices and procedures.

Team Working

- Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Adaptability

- Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Professional Values and Practice

- Ability to build and maintain successful relationships with children and adults, treating them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues both within school/Children's Centre and other organisations.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.
- High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their early year's development.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.



- Able to liaise sensitively and effectively with parents and carers, recognising their role their child's learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues.

OTHER DETAILS

- Wage £10 per hour.
- 25 hours per week; additional hours may occasionally be required.
- **The hours will be a shift anytime between 8am and 6pm. Flexibility will be important.**
- Annual leave 25 days plus bank holidays. Some days will be required to be taken between the Christmas and New Year period.
- Place of work: footprints@hattonhill nursery, Alwyn Avenue, Litherland, L21 9NZ
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Application forms can be found here <https://firststepsenterprise.co.uk/vacancies/application-form/>