



Job Description

Early years Educator Level 3

Positive Action in Recruitment

The new positive action legal provisions mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate, if the chair of the recruitment panel reasonably thinks the candidate has a protected characteristic that is underrepresented in the workforce; or that people with that characteristic suffer a disadvantage connected to that characteristic.

Manchester Settlement is currently underrepresented by staff who are:-

- Men
- Disabled
- Non White British
- LGBTQ+

Actual Pay £22,200 pa for the hours/ weeks below Equivalent pay = £14.61 per hour	Line Manager: Nursery Manager/Deputy
Hours: / Weeks 40 Hours per week 38 weeks per year contract (term time) Between hours of 7.30am-6pm Usual shift 9.30pm – 6pm Monday to Friday	Period of contract: Permanent
Location: On site at Manchester Settlement	Main stakeholders: Children and Parents

Purpose of the post:

- To contribute a high standard of physical, emotional, social and intellectual care for all children in the nursery
- To ensure all children are safeguarded and their welfare and safety is promoted
- To teach through play, supporting all children to reach good levels of development
- To give support to other team members throughout the nursery
- To work creatively to provide an enabling environment in which all individual children can play, learn and develop.



The main things you will be asked to do in this role:

Key Responsibilities:

- To contribute to a programme of activities that meet the individual needs and interests of children
- To plan for the EYFS curriculum areas and ensure rich indoor and outdoor experiences are available, to keep your own planning up to date.
- To keep records of your key children's development, learning journeys and assessments and share these with parents, carers and other key adults in the child's life
- To follow the nursery safeguarding procedures to ensure all children are kept safe, well and secure
- Engage in good team working
- Liaise with and support parents and other family members
- To attend out of working hours activities, e.g. training, staff meetings, parents' evening, fundraising events etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- Work alongside the Manager and staff team to ensure that the nursery's philosophy is fulfilled
- Read, understand and adhere to all policies, procedures and developments relevant to your role as deemed appropriate by the Manager
- To keep accurate records, recording daily diary events, accidents, incidents, medication, safeguarding concerns and ensuring these are reported and shared where needed.
- Ensure someone known and agreed by the nursery and parent collects the child
- To respect the confidentiality of all information received.
- To follow at all times the Curriculum and welfare requirements of the EYFS
- To contribute to maintaining and improving nursery OFSTED standards

Specific childcare tasks

- The planning, preparation, completion and review of activities to suit each individual child's stage of development and interests in your key group
- To develop your role within the team especially with regard as a key person
- To ensure that children's nutritional needs are met and meal times are a time of pleasant social sharing
- Personal care- washing and changing children as required supporting with toilet training
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensuring a poorly child is kept calm and warm and management is notified immediately
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To ensure the provision of a safe high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To carry out observations on children, maintain records and update learning journeys as required.
- To be aware of the high profile of the nursery and to uphold its high standards at all times, both within work hours and outside.

General asks of everyone that works as part of the Manchester Settlement Community Team

- Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.

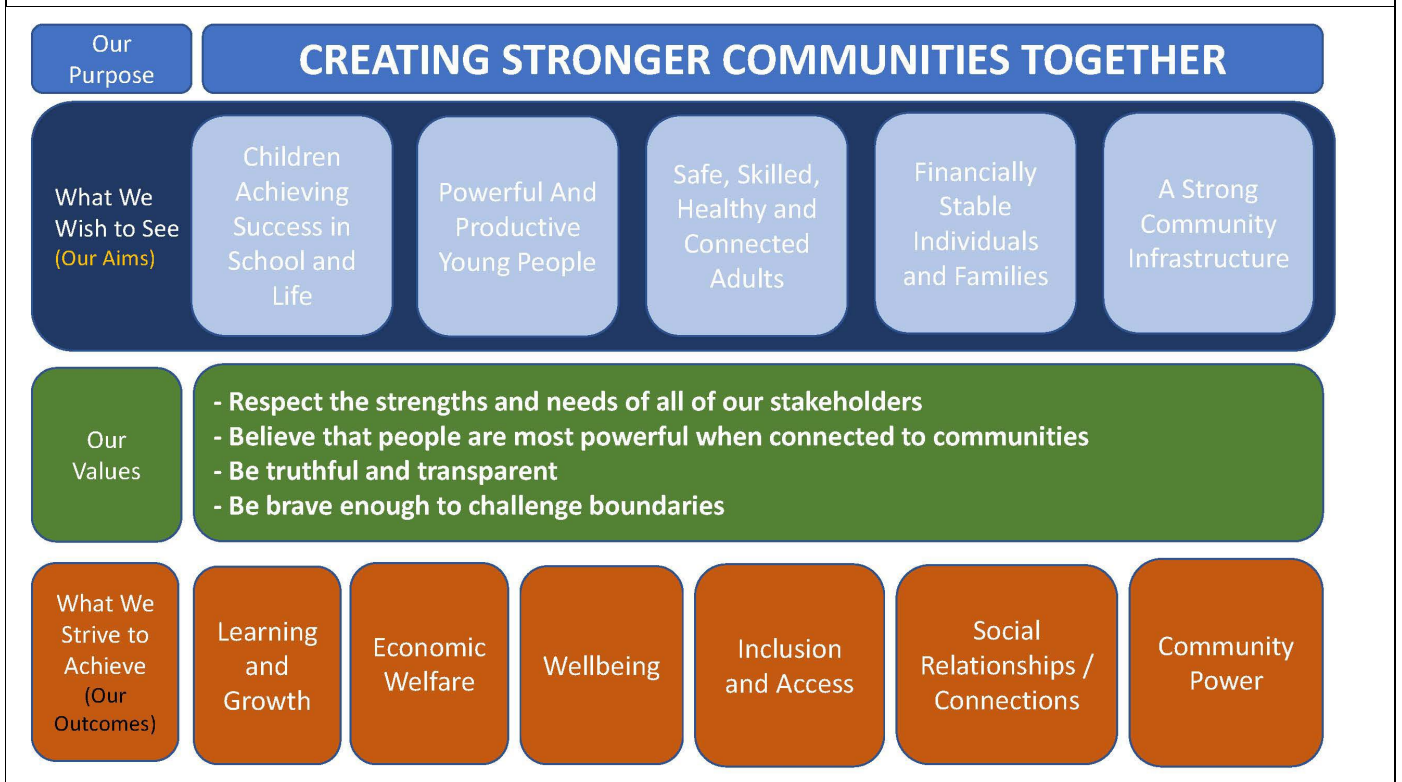


- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.

Our charitable purpose, strategy and values

The Manchester Settlement Team is vital in achieving the charity's purpose:
CREATING STRONGER COMMUNITIES TOGETHER

It is vital that all of our team understand, live and breathe our values in everything they do.





Person Specification

Early Years Educator Level 3

The ideal candidate for this role will be someone who..

- is passionate about children having 'the best start in life'
- is patient
- has a nurturing and caring nature
- is creative and imaginative
- has previous experience working with children, preferably in a similar setting.
- Has a good understanding of the EYFS and child development

The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):

Essential – These are things which are necessary for you to be considered for this role:

- A relevant Level 3 qualification in childcare or education
- Able to plan and deliver creative activities for children to meet their needs and interests
- Able to demonstrate excellent communication skills, have good spoken and written English and the ability to interact well with adults and children.
- Able to demonstrate the ability to work as part of a team
- Able to demonstrate a passion for childcare
- Able to demonstrate an excellent work ethic.
- Able to work in a team setting
- Able to commit to learning and development opportunities around supporting children
- Knowledge of the requirements to safeguard children

Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list:

- Able to use Microsoft computer packages and other software
- Able to demonstrate good organisational and time management skills
- Knowledge and understanding of equal opportunities good practice with children and families
- Able to demonstrate functional skills in maths and English
- Ability to communicate in languages other than English
- Experience following risk assessments to ensure the delivery of safe activities



As a member of the Manchester Settlement team you will also benefit from:

- Membership of Health Assured – Employee Assistance Programme.
- Ongoing professional development.
- Cycle and tech loan schemes.

For more information on the work that we do please visit www.manchestersettlement.org.uk

SUPPORTER

