

**Pine Cones Pre-school are currently looking to recruit  
for the following role:**

<b>JOB TITLE:</b>	<b>Pre-school Practitioner</b>
<b>BASED:</b>	<b>Pine Cones Pre-school, The Pines Primary School, Red Lodge</b>
<b>RESPONSIBLE TO:</b>	<b>The Manager, Pine Cones Pre-school</b>
<b>RATE OF PAY:</b>	<b>Level 2/3 (£9.43 per hour plus according to experience)</b>
<b>HOURS OF WORK:</b>	<b>Term Time Only – Part Time (Wednesday to Friday – 7.30 to 4.30 hours per week) – Full-time considered.</b>

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**JOB PURPOSE:** To plan, organise and deliver activities and create learning experiences for a group of children aged between two and five years old. To work within an anti-discriminatory and inclusive environment and support the team to facilitate the all-round development of all children, enabling them to reach their full potential.

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**MAIN DUTIES:**

1. To plan and organise activities and opportunities that extend learning. Including producing a full and accurate activity plan and evaluation.
2. To produce accurate and effective observations so as to assess the children's progress and the effectiveness of the learning environment.
3. To work to support the development of the children with an early years curriculum framework.
4. To manage the children's behaviour and routines in line with setting's policies and guidelines.
5. To work within a key-worker system.
6. To work in partnership with parents/carers within the key-person system.
7. To maintain objective, accurate and up-to-date records that identify the children's individual needs, abilities and progress, and use these as a focus for future planning.
8. To maintain confidentiality at all times. (Please see contract for full terms)
9. To work within the setting's health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the pre-school.
10. To work within the setting's child protection procedures.
11. To work within the setting's equal opportunities policy.
12. To share tasks necessary as part of the general upkeep, tidiness and cleanliness of the pre-school, and which contribute to the general well-being of the team.
13. To plan and participate in outings and trips and be aware of additional responsibilities for the children's safety that these necessitate.
14. To participate in and contribute to regular staff meetings, training so as to improve skills and knowledge and develop a positive attitude that enhances practice.
15. To assist in the support and supervision of students in the pre-school.
16. To undertake specific roles and responsibilities within the nursery that will involve attending meetings, cascading information and receiving relevant training.
17. To undertake any other tasks, as requested by the leaders, that are necessary for the smooth running of the pre-school and the welfare of the children in its care.

*This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.*

## **PERSON SPECIFICATION**

### **Essential Criteria:**

1. A minimum Level 2/3 early years education and childcare qualification (e.g. Pre-school Learning Alliance *Diploma in Pre-school Practice*, NVQ 3, or equivalent)
2. Working knowledge of all aspects of the EYFS.
3. A sound understanding of child development and children's needs with an ability to plan and implement an early years age/stage appropriate curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities' considerations.
4. Experience/understanding of Key worker principles, of observations and record keeping for the children.
5. Ability to build good partnership working relationships with staff, children and other professionals.
6. Ability to form good partnerships with parents.
7. Ability to communicate in a variety of ways and with people at all levels and adopt a communication method appropriate for the listener or audience.
8. Pro-active, enthusiastic and self motivated.
9. Emotionally resilient and able to handle competing demands, remaining calm under pressure.
10. Able to work on own initiative.
11. A good understanding of safeguarding.
12. First aid qualification or a willingness to undertake one.

### **Desirable:**

1. Experience of working in a pre-school setting
2. Special Educational Needs knowledge

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**To apply, email your application form and covering letter to Kerry Darby:**  
[office@thepinesprimary.co.uk](mailto:office@thepinesprimary.co.uk)

*This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.*