# Job Description: Early Childhood Educator

**Reporting to:** Headteacher/Deputy Headteacher

**Location:** Ark Start John Keats (East Croydon, CR0 6BA)

**Contract:** Permanent

**Working Pattern:** Full-time

**Salary:** Competitive

**The Role**

* To ensure a high standard of physical, emotional, social, and intellectual care for all children in their care
* To ensure all children are safeguarded and their welfare and safety is promoted
* To provide an enabling environment in which all children can play, learn, and develop
* To have the skill, creativity, commitment, energy, and enthusiasm required to deliver excellent provision.

**Key Responsibilities**

* To promote the aims and objectives of the nursery
* To promote the high standards of the nursery at all times to parents, staff, and visitors
* To follow the nursery safeguarding procedure to ensure all children are kept safe, well, and secure
* To ensure the provision of high standards of physical and emotional care
* To work with families and parents / carers
* To keep records of your children’s development and learning journals and share this with parents and carers and ensure all record keeping is up to date and accurate
* Liaise with the local authority and other external agencies as required
* Undertake required domestic jobs within the nursery as required
* Participate fully in team meetings and training
* Read, understand, and adhere to all policies and procedures within the nursery
* Ensure good standards of safety, hygiene and cleanliness are maintained
* Washing and changing children when required
* Ensure mealtimes are pleasant social experience
* Ensure poorly children are tended to and parents informed immediately
* To provide cover when required
* To undertake any other duties as determined by the management

**Other**

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark Start data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact, and diplomacy
* Work with colleagues and other nurseries and schools in the Ark network, to establish good practice, offering support where required.

**Person Specification: Early Childhood Educator**

**Ǫualifications**

* Level 3 Diploma in Early Years Education and Care or the willingness to work towards it

**Knowledge, Skills and Experience**

* Interest in gardening and cooking desirable
* Experience of and passion for outdoor learning / forest school desirable
* Passion for the outdoors and gardening, and creating lifelong memories for children and families

**Behaviours**

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable*

*applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose*

*any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974*

*(Exceptions) Order 1975. Non disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this link.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because*

*we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link.*](https://arkonline.org/about-us/our-people/diversity-and-inclusion-at-ark/)