

Job Description – Early Years Educator

Responsible to:

Manager

Purpose of Job:

To work as a key-worker and as part of the nursery team under the direction of the manager/deputy to provide safe, high quality Montessori education and care for babies and young children.

Main duties

1. To provide high standards of childcare and education - to include the planning of the curriculum the monitoring and reviews of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
2. To help prepare the indoor and outdoor environment for the daily programme and to help tidy away at the end of the session, ensuring that the environment is ready for the next session.
3. To act as a key worker to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
4. To advise the manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To guide children, offering an appropriate level of support and stimulation.
6. To attend and contribute fully to staff planning meetings and training sessions outside working hours, as required.
7. To attend in-service and external training courses and meetings as required.
8. To ensure high standards of hygiene and cleanliness are maintained at all times
9. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
10. To undertake any other reasonable duties as directed by the Manager/Deputy, in accordance with the pre-school/nursery's business plan/objectives.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.