



Job Title: Early Years Educator

Location: Little Robins Pre-school, Melton Mowbray

Salary: In line with minimum wage

Hours: Full-time and part time available. Term-time only, 7.30am – 3.30pm

Responsible to: Deputy Pre-school Manager and Pre-school Manager

Responsible for: Children aged 2–4 years

Job Description

Purpose of the Role

To provide high-quality early years education and care in line with the Early Years Foundation Stage (EYFS), supporting children's learning, development, wellbeing, and safety in a nurturing and inclusive environment.

Key Responsibilities

Childcare & Learning

- Plan and deliver engaging, developmental-appropriate activities aligned with the EYFS.
- Support children's physical, emotional, social, and cognitive development.
- Observe, assess, and record children's progress accurately.
- Identify individual learning needs and support children to reach their full potential.
- Help to deliver quality care in our breakfast club for school age children.

Safeguarding & Welfare

- Maintain a safe, secure, and stimulating environment at all times.
- Follow safeguarding, child protection, health and safety, and safeguarding policies.
- Carry out personal care routines with dignity and respect.
- Promote positive behaviour using consistent and supportive approaches.

Partnership with Parents & Carers

- Build strong, professional relationships with parents and carers.
- Share information about children's progress, development, and wellbeing.
- Support parental involvement in children's learning.



Teamwork & Professional Practice

- Work effectively as part of a team to maintain high standards of care.
- Contribute to staff meetings, training, and reflective practice.
- Support inclusive practice and equality of opportunity.
- Maintain accurate records and confidentiality at all times.

Additional Duties

- Support daily routines such as meals, sleep times, and transitions.
- Assist with room preparation, displays, and resources.
- Undertake any other reasonable duties as required by management.
- Prepare food at Breakfast club and for pre-school snack.
- Setting the room up in the morning and packing away after pre-school closes.