

Level 3 Early Years Practitioner

Reports To

Room Leader / Deputy Manager / Nursery Manager

Location

The Sunshine Centre, Banbury

Contract

Full-Time. 39 hours a week. Year Round.

Salary

Up to £13.50/hour

Job Purpose

To provide high-quality care, learning, and development opportunities for children aged 0-5 years in line with the Early Years Foundation Stage (EYFS) Framework. To support children's welfare, learning, and development in a safe, nurturing, and inclusive environment while working in partnership with parents, carers, and colleagues.

Key Responsibilities

Childcare and Learning

- Provide a safe, caring, stimulating, and inclusive environment for children.
- Support children's learning and development through play-based experiences.
- Plan, deliver, and evaluate activities that meet children's individual needs and interests.
- Promote the prime and specific areas of learning within the EYFS Framework.
- Observe, assess, and record children's progress to inform future learning opportunities.
- Act as a Key Person and maintain positive relationships with children and families.
- Support children's emotional well-being, self-esteem, and independence.
- Identify and support children with additional needs and contribute to support plans where required.

Safeguarding and Welfare

- Safeguard and promote the welfare of all children.
- Follow the setting's safeguarding procedures and report any concerns immediately to the Designated Safeguarding Lead.
- Maintain confidentiality at all times.
- Ensure professional boundaries are maintained with children, parents, and colleagues.

- Promote children's health, safety, and well-being.

Health and Safety

- Maintain a safe and secure environment for children, staff, and visitors.
- Conduct daily safety checks and contribute to risk assessments.
- Follow health and safety procedures, including fire evacuation and infection control.
- Administer medication in accordance with policies and procedures.
- Record accidents, incidents, and existing injuries accurately.

Outdoor Learning

- Promote regular outdoor learning experiences.
- Support children to engage in challenging and stimulating outdoor activities.
- Encourage managed risk-taking and problem-solving in outdoor environments.
- Ensure outdoor areas are safe, engaging, and accessible for all children.

Partnership with Parents and Carers

- Develop positive and professional relationships with parents and carers.
- Share information regarding children's development and well-being.
- Encourage parental involvement in children's learning.
- Support parent meetings and discussions regarding children's progress.

Teamwork and Professional Practice

- Work effectively as part of a team.
- Contribute to staff meetings and training opportunities.
- Support students, apprentices, and new team members where appropriate.
- Maintain accurate records and documentation.
- Keep knowledge and skills up to date through continuing professional development.
- Promote the vision, values, and reputation of the setting.

General Responsibilities

- Adhere to all policies and procedures.
 - Comply with safeguarding, health and safety, and data protection requirements.
 - Promote equality, diversity, and inclusion.
 - Undertake any other duties appropriate to the role.
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Person Specification

Essential Qualifications

- Full and relevant Level 3 Early Years qualification.
 - GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
 - Paediatric First Aid qualification or willingness to obtain.
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Essential Knowledge

- Good knowledge of the EYFS Framework.
 - Understanding of child development from birth to five years.
 - Knowledge of safeguarding legislation and procedures.
 - Understanding of health and safety requirements within an early years setting.
 - Knowledge of observation, assessment, and planning processes.
 - Understanding of equality, diversity, and inclusive practice.
 - Knowledge of positive behaviour management strategies.
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Essential Experience

- Experience working with children aged 0-5 years.
 - Experience implementing the EYFS Framework.
 - Experience carrying out observations and planning next steps.
 - Experience building positive relationships with parents and carers.
 - Experience working within a team environment.
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Essential Skills and Attributes

Communication

- Excellent verbal and written communication skills.
- Ability to communicate effectively with children, parents, and colleagues.
- Ability to maintain accurate records and documentation.

Teamwork

- Works collaboratively and supports colleagues.
- Shares knowledge and best practice.
- Contributes positively to team objectives.

Child-Centred Practice

- Passionate about supporting children's learning and development.
- Able to create engaging learning opportunities.
- Demonstrates patience, empathy, and understanding.

Organisation

- Able to manage time effectively.
- Maintains accurate records and observations.
- Can prioritise workload effectively.

Professionalism

- Reliable and punctual.
- Maintains confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous professional development.

Desirable Criteria

- Experience as a Key Person.
- Experience supporting children with SEND.
- Experience using online learning journals.
- Food Hygiene Certificate.
- Paediatric First Aid Certificate.
- Understanding of curiosity-based and outdoor learning approaches.
- Experience mentoring students or apprentices.

Safeguarding Statement

The Sunshine Centre is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, an enhanced DBS check, online searches, and relevant safeguarding checks.

Applications will be reviewed on a rolling basis.

To apply, please complete and return an application form. Application packs can be requested by emailing community@sunshinecentre.org, picked up at reception or downloaded on the “Vacancies” page of our website.