



KINGSWOOD
PREP

EARLY YEARS EDUCATOR THE GARDEN



AN INDEPENDENT CO-EDUCATIONAL BOARDING AND DAY SCHOOL FOR PUPILS AGED NINE
MONTHS TO 11 YEARS.



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JOB DESCRIPTION: EARLY YEARS EDUCATOR

RESPONSIBLE TO:

Room Leader, with overall line management by the Head or Deputy of The Garden

JOB PURPOSE:

As an Early Years Educator at The Garden, you will be part of a team that provides an exceptional start in life for each child. We foster an environment where children are respected as individuals, encouraged to explore and discover, and supported in their development of vital learning skills such as creativity, resilience, and confidence. Our Christian values of fairness, kindness, and compassion are at the heart of everything we do.

Working closely with the Room Leader, you will ensure high-quality care, engaging play experiences, and learning opportunities tailored to each child's needs, in line with the Early Years Foundation Stage (EYFS) framework. You will also act as a key person for a group of children, ensuring their progress is carefully tracked and communicated.

You will represent The Garden and Kingswood School with professionalism and enthusiasm, while taking an active role in your own professional development.

Key Responsibilities:

Personal and Professional Conduct

- Present yourself punctually and in line with Nursery/School standards.
- Build positive relationships with children, parents, and colleagues.
- Contribute proactively to a supportive team environment.
- Handle concerns or issues with sensitivity, keeping your Room Leader informed.

Childcare and Curriculum

- Support the planning and delivery of a stimulating EYFS curriculum.
- Provide high-quality care that nurtures children's physical, emotional, and intellectual growth.
- Act as a key person, tracking and supporting the progress of your key children.
- Assist with personal care and ensure children's well-being during meal times and activities.

Parent and Carer Engagement

- Work in partnership with parents, recognizing their vital role in their child's development.
- Provide regular updates on children's progress and attend meetings and open days.



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Room and Environment Management

- Maintain a tidy, organised, and safe room that offers a stimulating environment for learning.
- Ensure resources are well-organised, cleaned, and stored properly.

Health and Safety

- Maintain the safety and welfare of children, staff, and visitors at all times.
- Adhere to hygiene and safety policies, ensuring any concerns are reported immediately.
- Administer First Aid when necessary and ensure the secure storage of medical records and medications.

Ideal Candidate

You will have:

- A minimum Level 2 childcare qualification (e.g., NNEB, NVQ, CACHE).
- Experience in a Nursery or Pre-School setting, though newly-qualified candidates are welcomed.
- Strong communication skills, empathy, and a deep understanding of child development.
- The ability to work well within a team, maintaining a positive and professional working environment.
- A commitment to continuous professional development and an enthusiasm for fostering young children's growth.

Key Competencies:

- Enthusiastic, flexible, and open to new ideas.
- Calm under pressure with a strong sense of responsibility and initiative.
- Committed to equal opportunities and supportive of the Christian ethos of Kingswood School.

This Job Description is subject to review and will be treated flexibly within the criteria for the School/Nursery. It may be amended as the requirements of the Nursery and the development needs of the post holder change.

CHILD PROTECTION

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the School's Designated Safeguarding Lead and record it on the school's safeguarding and pastoral reporting system, CPOMS. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).



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TERMS AND CONDITIONS

The Garden is open from 7.30am to 6.00pm, Monday to Friday each day. Early Years Educators will work 40 hours a week over 4 days based on an interchangeable rota of 7.30am to 5.30pm and 8.00am to 6.00pm. Staff receive a 30-minute lunch break each day and normally a morning and afternoon break. Non-contact time is given to staff at the beginning or end of each day.

To ensure that all staff are able to participate in training and development, there will also be an expectation for staff to attend for 2 further days a year for mandatory training; this may take place on a Saturday.

We offer a very generous leave allowance, with extended closure periods over the Christmas/New Year period and a two-week closure period in the Summer holidays, in addition to bookable holiday at other times during the year. Further details available on request.

Kingswood values staff development and offers a thorough induction and in-service training. Annual reviews with your line manager will identify further professional development opportunities.

The salary for the role is competitive, £26,280.07 per annum (unqualified) and £27,114.36 per annum (qualified). Additional benefits include professional development, free lunches, partial fee remission for staff children attending Kingswood Schools (subject to terms), access to sports and leisure facilities, a pension scheme with up to 5% matched contributions, death-in-service benefit, a cycle-to-work scheme, and access to an Employee Assistance Programme. Kingswood fosters a strong community spirit, with many opportunities for staff to engage in sports, music, and social events.

HOW TO APPLY

Please visit our website <https://www.kingswood.bath.sch.uk/about-us/employment-opportunities> to read our policies for **Recruitment, Selection and Disclosure Procedure**, and **Child Protection and Safeguarding Policy including EYFS**.

Please email recruitment@kingswood.bath.sch.uk to request an Application Form.

Completed Application Forms should be returned by email (or by post: Recruitment Co-ordinator, Kingswood School, Lansdown, Bath, BA1 5RG) **by Tuesday, 22 April** although early applications are recommended.

If you would like an informal discussion about the role or to arrange a tour of the nursery, please contact aballanger@kingswood.bath.sch.uk

If you have any questions about the recruitment process please contact Mrs Nicola Carr, Recruitment Co-ordinator, via email: recruitment@kingswood.bath.sch.uk or 01225 734350

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).