



## Job Description

**JOB TITLE:** Pre-School Key Worker Level 2/3

**BASED:** Hail Weston Pre-School

**DEPARTMENT:** Early Years

**RESPONSIBLE TO:** Manager

**RESPONSIBLE FOR:** NA

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**Job Purpose:** Hail Weston Pre-School are seeking to employ a qualified; minimum Level 2 qualification (CPP, NVQ2 or equivalent), enthusiastic, knowledgeable and experienced Key worker to provide safe, high quality education and care for young children, and to maintain a stimulating and enjoyable environment within the EYFS framework.

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### Main Duties:

1. To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met, in conjunction with other team members and promoting all areas of learning.
2. To be part of Hail Weston Preschool Team providing a purposeful, stimulating environment rich in learning opportunities both indoors and outdoors.
3. To promote inclusion of all children having awareness of any disabilities, family cultures and medical histories.
4. To keep records of your key children's development and learning journey, providing objective and accurate feedback and reports for parents and other professionals on children's achievement, progress and related matters.
5. To develop and maintain strong partnerships and communication with parent/carers to facilitate day-to-day caring and early learning needs.
6. To have a clear knowledge of and adhere to all Health and Safety Regulations.
7. To read, understand and adhere to all policies and procedures relevant to your role and safe running of the setting.
8. To be positive and proactive in your approach to your continuous professional development.
9. To be involved in out of working hours activities, e.g. training, staff meetings, supervisions, fund raising etc.
10. To undertake other responsible duties where needed or set by leader/deputy such as domestic tasks, preparation of snack meals, cleansing of equipment etc.

11. To advise leader/deputy who are Designated Persons for child protection of any concerns, e.g. over children, parents, other staff members, the safety of the environment, preserving confidentiality as necessary.
12. To support and work with a range of people including other staff, visiting professionals and agencies, parents, children and families, and visitors and students.
13. To promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
14. To undertake and lead on additional responsibilities such as SENDCo, ENCo, Safeguarding etc.
15. To be accountable for the delivery of the above responsibilities and tasks.

'This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school. You are also required to be flexible and adaptable with respect to your role.'

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## Personal Specification

### Essential Criteria

1. NVQ Level 2 or above
2. Willingness to learn
3. A satisfactory enhanced DBS check which confirms suitability to work with children
4. Previous experience of working with young children
5. Commitment to diversity and equal opportunities
6. Commitment to young children and families
7. Friendly approach
8. Health clearance for the role
9. Ability to work as part of a team and on own initiative
10. Good customer awareness
11. Flexible working hours to include breakfast club, afterschool club and holiday clubs

### Desirable Criteria

1. Experience of a parent-managed-involved pre-school
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## TERMS AND CONDITIONS

Salary: Available on Application

Hours: To be confirmed

*This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.*

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