Epsom Playhouse Pre-School

Concorde Hall, Horton Path,

Horton Hill, Epsom,

Surrey,

KT19 8SR

Tel: 07759 980 937

**Early Years Practitioner (3rd in charge)**

Role: Early Years Practitioner 3rd in charge (Level 3)

Hours: Hours worked 30 hours, 20 minutes a week (Term Time)

Days and hours: Monday, Tuesday, Wednesday and Thursday 8.30 - 3.10

Friday 8.30 - 12.10

Salary: To be discussed

CLOSING DATE: 7th February 2020

INTERVIEW DATE: Week commencing 10th February 2020

An exciting, varied and fulfilling role within a Pre-school setting, to make a real difference to the lives of the attending children and their families. As part of a team, you will deliver high-quality play and learning opportunities through a wide range of activities. You will communicate well with young children, parents and carers and have working knowledge of the Early Years Foundation Stage.

**General duties and responsibilities:**

* Work as part of a team supporting other Pre-School staff and volunteers.
* Act as a key person to a group of children.
* Ensuring the smooth running of the Pre-School by adhering to relevant policies and procedures.
* Attend management, planning and training meetings including fundraising events or evenings and parents afternoons as required.
* Use your knowledge, experience and imagination to come up with new ideas and activities.
* Act as the Pre-school’s curriculum lead by overseeing planning and supporting other members of staff.
* Serving of refreshments to children and overseeing lunchtimes.
* Setting up and packing away resources.
* Attend training and keep up-to-date with changes to welfare requirements, planning for children’s learning and safeguarding procedures.
* Show a strong commitment to training and on-going professional development.
* Any other duties reasonably required by the Pre-school Manager.
* Act as a senior member of staff, and in the absence of the Manager and Deputy Manager, be the responsible person.

For more information please speak to Abby Stockwell the pre-school manager or complete an application form and email it to [info@epsomplayhousepreschool.com](mailto:info@epsomplayhousepreschool.com)