



EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

**JOB TITLE:** FLEXIBLE EARLY YEARS PRACTITIONER  
**BASED:** LEWISHAM and SURROUNDING AREA  
**DEPARTMENT:** BUSINESS DEVELOPMENT  
**RESPONSIBLE TO:** BUSINESS MANAGER

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**JOB PURPOSE:** To provide care and inclusive play and learning opportunities for all children attending the service and to maintain a safe, stimulating and enjoyable environment.

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**SAFEGUARDING REQUIREMENT:**

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

1. To understand and work to the EYFS and related guidance to provide stimulating and age-appropriate play and learning activities that appropriately support children's learning and development.
2. To contribute to a high level of care that will enhance the children's general health and well-being and to ensure that all toys, equipment and environment are suitable, clean and safe, and children are supervised at all times.
3. To be aware of the security procedures of the venue or community space you are working in, carry out appropriate safety sweeps, and manage the arrival and departure of each child safety.
4. To assist in the preparation of snacks and meals, ensuring that all children's dietary and cultural needs are met, and consideration is given to allergy requirements.
5. To be aware of any special educational and additional needs a child may have, ensuring that every child's individual needs are understood and met, liaising and exchanging information with parents.
6. To keep up to date with current early years good practice.
7. To hold and maintain a current First Aid certificate.

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8. To have a commitment to working flexible hours to meet the needs of the service in a range of early years services when required, and ability to work at short notice if necessary.

### **EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

### **POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

*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 Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

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## **PERSON SPECIFICATION:**

### **Essential Criteria**

1. A minimum of a relevant Level 2 childcare qualification, and recent working experience of the childcare and early education sector, or other relevant service working with children and families.
2. It is a statutory requirement that: "staff have a sufficient understanding and use of English to ensure the well-being of children in their care." (EYFS 2021)
3. Working experience of the childcare and early years sector.
4. Ability to communicate to include the ability to establish rapport and credibility with external agencies, parents, guardians and other carers.
5. Good knowledge of the Early Years Foundation Stage (EYFS), child development and how babies and young children learn through play, talk and discovery.
6. Understanding of the benefits to babies and children of being outdoors, and a clear commitment to outdoor learning in all weathers and throughout the year.
7. Possess a current First Aid certificate.
8. Ability to produce clear, accurate and well-written reports and correspondence in English, e.g. for observations, behavioural and development records.
9. Demonstrate a friendly, flexible approach and good customer awareness.
10. Commitment to keeping in touch with current research and development in early years to enhance understanding and good practice in service delivery.



11. Ability to work as a part of a team and on own initiative and build good working relationships with colleagues.

**Desirable Criteria**

1. Possess a current food hygiene certificate
2. Possess good knowledge of the importance of the 1001 days, and of the Five to Thrive framework.

**TERMS & CONDITIONS:**

**Grade: SPOT**

**Hourly rate: £11.63 per hour**

**Hours: as required**

**Allowances: London Weighting at £1.24 per hour**

**Annual Leave: £1.55 per hour (28 days inclusive of 8 bank holidays pro rata)**

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

**Pension:** The table below shows what the base contributions are. You can also choose to give more than the minimum amount should you wish.

<b>Date effective</b>	<b>Employer minimum contribution</b>	<b>Employee minimum contribution</b>	<b>Total minimum contribution</b>
6 April 2019 onwards	3%	5%	8%

**JOB DESCRIPTION SIGN OFF**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date:

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