

FELTWELL PLAYGROUP  
(Charity Reg. No. 1028560)  
THE W.I. HALL, THE BECK,  
FELTWELL, THETFORD,  
NORFOLK. IP26 4DB

POSTAL ADDRESS:  
Merle Gallagher  
c/o Feltwell Playgroup  
36 Long Lane, Feltwell  
IP26 4BJ



### Job Description

**Position :** Early Years Practitioner

**Responsible to:** Manager and Committee

**Hours of work:** 12 hours per week (for the probation period of 3-6 months, though this may increase) hours worked will be agreed with the applicant and setting manager, but will be between the hours of 8:30am to 3:30pm, during school term time inline with Norfolk County Council.

**Salary:** £9.50 per hour (to be reviewed after probation period).

**Application deadline:** **Wednesday, 30th March 2022**

**Application Process following Safer Recruitment:** Once the deadline has passed we will review the applications and invite by telephone the successful applicants for an interview, and notify by email anyone who was unsuccessful.

After all interviews have been held, the manager and chairman will make a decision, with playgroup and its employers best interest in mind, of who they would like to make a provisional offer of employment to and they will telephone the successful candidate. Unsuccessful interviewees will be notified by email.

A DBS and 2 references will be applied for, and followed up alongside further information being sort if needed.

Once all paper work has been received, and a start date agreed, it is at this point an official letter confirming the offer of employment will be sent.

**Start Date:** This will be agreed between the applicant and Manager once the safer recruitment process has been completed. Please note that there will be a probationary period of three to six months, we reserve the right to extend this if required.

### Person Specification's and Key responsibilities will include, but not limited to:

- To help maintain a high standard of care and education and a safe environment for the children at our setting whilst working in a team and on your own initiative
- To implement the daily care & routines at the setting
- To potentially act as a key person to a small number of children once the probation period has been completed and to liaise with parents/carers
- Support children's learning and development using the Early Years Foundation Stage (EYFS). Support the emotional, physical, social and intellectual needs of all children who attend.
- Demonstrate good practice in inclusion and supporting children with special needs
- Respect Playgroup's confidentiality of children, families and team members. Comply with Playgroup's policies, constitution and safeguarding and whistleblowing procedures.

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- Demonstrate a flexible approach to day to day duties. Work with other colleagues as a team to ensure the highest standard of care and education are provided for all the children that attend, including observing, documenting and supporting children's learning.
- Build positive relationships with parents and promoting parental involvement.
- Be fully aware of all emergency and security procedures.
- Help to maintain a high standard of hygiene and cleanliness for all children and the setting.
- Attend training courses as required.
- Attend annual appraisals reviewing work and setting new targets.
- Once the probation period has been completed, ability to take on key-children and maintain their records and learning journey.
- Attend staff and committee meetings and possibly take part in fundraising events and outings.

**Essential requirements:**

- Enthusiasm, Confidence, Commitment, Flexibility
- Having an enhanced DBS check completed.
- Two references provided (one being current or latest employment, and the latest employment in childcare)
- A clear understanding of the importance of confidentiality.
- Level 2 NVQ in childcare qualification or working towards.

**Desirable qualifications / training:**

- Level 3 NVQ childcare qualification or working towards.
- First Aid Trained, Food Hygiene, Health & Safety, Fire training, Prevent duties, Safeguarding

**Benefits of working for us:**

- To join a great team, who work in one of the longest running playgroups
- Continuous support in additional training that is essential to this role
- Holiday pay
- Nest Pension
- Flexibility in work hours, if agreed with notice.
- Uniform T-Shirt and Jumper s provided

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**Application:** Interested candidates can contact us for an application form or download it from our webpage.

**Feltwell Playgroup are committed to safeguarding and promoting the welfare of children and young people and the company expects all staff and volunteers to share this commitment. This post will be officially offered subject to suitability of the applicant to work with children, satisfactory references and enhanced DBS.**

Download and complete the application form for this position at [www.feltwellplaygroup.com/vacancies](http://www.feltwellplaygroup.com/vacancies) and we will contact you if your application is successful. Alternatively, please email [playgroup.feltwell@gmail.com](mailto:playgroup.feltwell@gmail.com) and we will reply with the application form for you to complete and return via email.

**\*\*\* Please note that our postal address is different to our setting address \*\*\***

**Please Note:**

An offer of employment will only take place once we have followed and completed our safer recruitment process.

We will request two references and a DBS check prior to an official offer of employment takes place. In addition to the written references further enquiries can be made by telephone and this must be recorded and held on the personal file. One of the two references must be from the applicant's current or most recent employer in education, the other should be from another previous employer. If you cannot provide a reference from a previous employer, it can be from someone that has known you for a minimum of five years, who will be able to provide a reference that meets all the requirements and demonstrate their suitability for the post. References must not be from relatives/ partners.

Applicants from overseas should be subject to further checks.

It is considered a criminal offence for a person to put themselves forward for employment, if they are named on the Disclosure and Barring Service (DBS) barring list. The barring list is for those that are barred from working with children and young people.