**Job Description: Early Educator**

**Reports to:** Nursery Manager, Ark Start

**Location:** Clapham Junction

**Contract:** Permanent, term time only

**Pattern:** Full Time (*will consider part time 0.5 FTE +)*

**Salary:** £21,000 – £27,000 pro rata (depending on experience)

**About Ark Start:**

Our dedicated team work together to ensure that every child has a joyful, engaging, and secure nursery experience and leaves us ready to start school happily and confidently. We are driven by our values in everything we do: Aim High, Be Brave, Be Kind and Keep Learning.

Ark Start is at an exciting time in its evolution. We opened two nurseries in South London last year and aim to expand our reach over the coming years. As we expand, we are looking for Early Educators to join our founding team. We are looking for someone with a genuine passion for young children and with the skill, creativity, commitment, and energy to deliver excellent provision at Ark Start.

**Learning and wellbeing:**

We are committed to providing the best development for all our staff. We close the nurseries for five days each year to focus on staff training and ensure there is protected time for training and supervision each week for every adult. We work hard to ensure there are clear career progression routes.

Staff wellbeing is important to us. We know that working in a nursery can be challenging and work hard to ensure staff have the support, opportunities, and infrastructure they need.

**Key Responsibilities**

* **To promote the aims and objectives of the nursery**
* **To promote the high standards of the nursery at all times to parents, staff, and visitors**
* **To follow the nursery safeguarding procedures to ensure all children are kept safe, well and secure**
* **To ensure the provision of high standards of physical and emotional care**
* **To work with families and parents/carers**
* **To keep records of children’s development and learning journals and share this with parents and carers and ensure all record keeping is up to date and accurate**
* **Liaise with the local authority and other external agencies as required**
* **Undertake required domestic jobs within the nursery as required**
* **Participate fully in team meetings and training**
* **Read, understand, and adhere to all policies and procedures within the nursery**
* **Ensure good standards of safety, hygiene and cleanliness are maintained**
* **Washing and changing children when required**
* **Ensure mealtimes are pleasant social experience and feed back to parents on any issues**
* **Ensure poorly children are tended to and parents informed immediately**
* **To provide cover when required**
* **To undertake any other duties as determined by the management**

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark Start data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with colleagues and other nurseries and schools in the Ark network, to establish good practice, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*