



Registered Charity No: 1214073
Registered Ofsted No: 2898628
Long Street Road, Hanslope, MK19 7BL
www.hanslopepreschool.org

Job Description – Level 3 Early Years Practitioner

Job Title - Level 3 Early Years Practitioner

Employer - Hanslope Pre-School

Location - Hanslope Pre-School, Hanslope, Milton Keynes

Salary - From £13.23 per hour, depending on qualifications and experience

Hours - 8:30am – 3:30pm, Monday to Friday, term time only

Contract - Permanent (Term Time)

Reports to Practice Manager

Responsible for:

Supporting the learning, development, care and wellbeing of children aged 2–4 in line with the Early Years Foundation Stage (EYFS), safeguarding requirements and Hanslope Pre-School's values and policies.

1. Job Purpose

To work as part of the Hanslope Pre-School team to provide a safe, caring, stimulating and inclusive environment in which children can learn and thrive. The postholder will support the delivery of high-quality early years education and care, helping to plan and provide engaging experiences that promote children's development across all areas of learning.

The Level 3 Practitioner will play a key role in supporting children's learning and wellbeing, building positive relationships with families, acting as a key person where required, and contributing to the smooth day-to-day running of the setting. The role includes helping to deliver Hanslope Pre-School's commitment to nurturing, child-centred practice and to developing a rich outdoor learning environment.

2. Main Duties and Responsibilities

A. Care, Learning and Child Development

- Provide high-quality care and education for children aged 2–4 in accordance with the EYFS statutory framework.
- Support the planning and delivery of a broad range of play-based, stimulating and developmentally appropriate activities, both indoors and outdoors.
- Create a warm, welcoming and inclusive environment where all children feel safe, valued and supported.
- Promote children's emotional wellbeing, confidence, independence and self-esteem.
- Observe, monitor and support children's progress and next steps in learning.
- Contribute to assessments, observations and learning records in line with setting procedures.



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- Support children's speech, language, communication and personal, social and emotional development.
- Help to ensure that the environment, resources and activities are appropriate, engaging and accessible for all children, including those with additional needs.

B. Key Person Responsibilities

- Act as a key person for a group of children where required.
- Build secure and positive relationships with key children and their families.
- Monitor children's development and wellbeing and contribute to identifying any emerging needs or concerns.
- Share information with parents/carers about children's progress, achievements and next steps.
- Work with colleagues and parents/carers to support children's learning and development consistently between home and pre-school.

C. Safeguarding, Welfare and Inclusion

- Safeguard and promote the welfare of children at all times.
- Follow Hanslope Pre-School's safeguarding and child protection procedures and report concerns promptly and appropriately.
- Maintain high standards of health, safety, hygiene and supervision at all times.
- Support children's personal care needs, including toileting, handwashing, changing and mealtime routines as appropriate.
- Promote equality, inclusion and anti-discriminatory practice in all aspects of the role.
- Support children with additional needs and contribute to inclusive practice across the setting.

D. Working with Families

- Build positive, professional and respectful relationships with parents and carers.
- Communicate effectively with families about children's day-to-day experiences, wellbeing and progress.
- Support parents/carers to feel welcomed, informed and involved in their child's learning.
- Uphold confidentiality and professionalism in all dealings with families.

E. Team Working and Contribution to the Setting

- Work positively and collaboratively as part of the pre-school team.
- Follow the direction of the Practice Manager and contribute to the smooth day-to-day operation of the setting.
- Assist with the preparation, set-up and tidying of activities, resources and learning spaces.



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- Contribute ideas to planning, continuous improvement and the development of the learning environment.
- Support Hanslope Pre-School's ethos as a community-focused, nurturing and ambitious setting.
- Participate in staff meetings, training, supervision and professional development as required.

F. Outdoor Learning and Environment

- Support the use of outdoor spaces as a key part of children's learning and development.
- Help deliver creative, active and exploratory outdoor experiences that encourage curiosity, physical development, confidence and connection with nature.
- Contribute to the development of a high-quality outdoor learning environment in line with the pre-school's ambitions for outdoor and Forest School-inspired provision.

G. General and Administrative Responsibilities

- Maintain accurate records as required by the setting, including observations, accident/incident records and other child-related documentation.
- Follow all pre-school policies and procedures, including those relating to safeguarding, health and safety, confidentiality, behaviour, inclusion and data protection.
- Undertake any reasonable duties commensurate with the level of the post and the needs of the setting.

3. Professional Responsibilities

The postholder will be expected to:

- Maintain a good understanding of the EYFS, safeguarding requirements and good practice in early years education.
- Attend mandatory training and undertake continuing professional development.
- Model professional behaviour, reliability, punctuality and a positive attitude at all times.
- Maintain confidentiality in relation to children, families, staff and the business of the pre-school.
- Work in a way that reflects Hanslope Pre-School's commitment to high-quality care, inclusion, safeguarding and partnership with families.



4. Essential Requirements

The postholder must have:

- A full and relevant Level 3 Early Years qualification recognised by the Department for Education.
- Experience of working with young children in an early years setting.
- Good knowledge and understanding of the EYFS and child development.
- A sound understanding of safeguarding and child protection responsibilities.
- Strong communication and interpersonal skills.
- The ability to work effectively as part of a team.
- A caring, calm, enthusiastic and nurturing approach to working with children.
- The ability to build positive relationships with children, parents/carers and colleagues.
- A commitment to inclusive practice and promoting the welfare of all children.

5. Desirable Requirements

- Current Paediatric First Aid training.
- Experience of being a key person.
- Experience of observing, assessing and planning for children's next steps.
- Experience of working with children with additional needs.
- Knowledge of or interest in outdoor learning / Forest School-inspired practice.
- Food hygiene or other relevant early years training.

6. Safeguarding Statement

Hanslope Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, satisfactory references and all other safer recruitment checks required for working in early years.

7. Review

This job description is intended to outline the main duties and responsibilities of the role. It is not intended to be an exhaustive list and may be reviewed and amended from time to time in consultation with the postholder to meet the needs of Hanslope Pre-School.