



## The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for Early Years Practitioner L3 at Ditchingham Day Nursery.

More information about the position, including a Job Description, including a Job Description and Job Specification are enclosed. If you would like to find out more information about the service, please take a look at our website [www.benjaminfoundation.co.uk/suffolk](http://www.benjaminfoundation.co.uk/suffolk)

If you have any questions regarding the vacancy, please contact the HR Department on 01603 886925/886951 or email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Please return your completed applications by email to:-

[recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Or by post to:

HR Department  
The Benjamin Foundation  
23-27 St Andrews Street  
Norwich  
NR2 4TP



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## **Early Years Practitioner Level 3**

### **Ditchingham Day Nursery**

**Salary £16,367.65 p.a**

**Full time 37.25 hrs to be worked flexibly to meet operational needs  
plus employer pension scheme**

Ditchingham Day Nursery based at Ditchingham, Bungay offers a full day-care service for children between the ages of three months and five years. We cover all areas of the Early Years Foundation Stage and our activities are planned to take account of the interests of the children. Children eat together in our dedicated dining room, enjoying 'home cooked' meals and snacks which are freshly prepared in our own kitchen. We are Ofsted registered and all staff are qualified and DBS checked.

Applicants need to be enthusiastic and have previous experience in childcare and have required qualifications.

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants.

The Benjamin Foundation embeds the Nurtured Heart Approach® which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

To apply, visit <http://benjaminfoundation.co.uk/jobs>

OR email [recruitment@benjaminfoundation.co.uk](mailto:recruitment@benjaminfoundation.co.uk)

Tel: 01603 886925/886922

**Closing Date: Monday 14<sup>th</sup> August Noon**

**Interview Date: Monday 21<sup>st</sup> August (Ditchingham)**



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## Early Years Practitioner Level 3

### Job description

<b>Job title:</b>	Early Years Practitioner Level 3
<b>Employer:</b>	The Benjamin Foundation
<b>Location:</b>	Ditchingham Day Nursery
<b>Contract:</b>	Permanent
<b>Salary:</b>	£8.45
<b>Hours of work:</b>	37.25
<b>Department:</b>	Early Years
<b>Reporting to:</b>	Play Works Manager

### Job purpose

1. To help assist and provide care and support in the day to day running of the nursery/pre school
2. To provide a high quality service for children aged between the ages of 0 and 5 years old
3. To provide a full range of activities and support for the children who attend the nursery/pre school



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### Main duties

#### Service Delivery

1. Work closely with parents/guardians, community leaders and staff from other agencies to identify the needs of young people, strategies to meet those needs and their implementation
2. Ensure the 'special needs' of each child/young person are fully taken into account in relation to any activity within the group
3. Assist in ensuring that the children/young people attending the group have access to a full and varied programme of educational and social-education activities and that these activities within reason fully reflect their needs and wishes and that they comply with EYFS and Ofsted requirements
4. Ensure the safety and well-being of the children/young people at all times
5. Ensure you are aware of all emergency and safety procedures relating to individual and/or group need
6. Assist in maintaining administration, registers, membership forms etc. as required for both Health & Safety purposes and the smooth running of the group including appropriate risk assessments. To ensure regular observations and learning stories are kept up to date
7. Be aware of the developments within this type of work both locally and nationally and use these to the full benefit of the children/young people involved in the project
8. Regularly assist in the monitoring and evaluation of the nursery, and contribute to the production of such written reports as may be required

#### Internal Processes and Systems

9. To ensure all policies and procedures are adhered to
10. To ensure confidentiality at all times and be aware of safeguarding procedures

#### General

11. Work positively and productively with the other members of the team to develop the highest quality overall provision
12. To maintain key relationships to high standards at all times
13. Participate in regular supervision and appraisal and participate positively in any agreed training
14. To carry out any other duties as may be reasonably required and commensurate with the responsibilities of the post
15. To undertake personal development and attend relevant training
16. Attend and engage in regular staff/cluster meetings
17. Respect the confidentiality of children and their families
18. Work in partnership with the SENCO and other agencies and professionals as appropriate e.g. speech and language therapist, Ofsted, Children's Centre staff etc
19. Report safeguarding concerns about any adult working in the nursery to the manager following the settings procedure regarding whistle blowing



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*The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.*

*The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.*

*This post is subject to a full and satisfactory DBS disclosure.*

**Name of Job Holder:**

**Signed Job Holder:**

**Date:**

**Name of Line Manager:**

**Signed Line Manager:**

**Date:**



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## Early Years Practitioner Level 3 Person Specification

Criteria	Details	Essential	Desirable	Assessed
<b>Qualifications</b>	Level 3 Full and relevant Qualification or above in Early Years development	<b>E</b>		Certificate Application
<b>Experience</b>	Experience of working in an Early Years setting	<b>E</b>		Application Interview References
	Experience and knowledge of the EYFS and Ofsted requirements	<b>E</b>		Application Interview References
	Qualifications in child protection, First Aid, Basic food catering		<b>D</b>	Certificate Application
	Experience of working with children aged 0 to 5	<b>E</b>		Application Interview References
<b>Knowledge &amp; Skills</b>	A good working knowledge of the EYFS and early years requirements	<b>E</b>		Application Interview References
	A knowledge of the EYFS framework	<b>E</b>		Interview References
	An understanding of the developments within the sector	<b>E</b>		Interview References
	A working understanding of the school environment	<b>E</b>		Interview Reference
	Complete knowledge and understanding of child protection and safeguarding procedures	<b>E</b>		Interview References
<b>Personal Qualities</b>	A determination to provide a high quality of service	<b>E</b>		Interview References
	The ability to work as a team	<b>E</b>		Interview References
	Honesty, fairness and a commitment to the service	<b>E</b>		Interview Reference
	The ability to relate well to other members of the team	<b>E</b>		Interview Reference
	To be Hard working, flexible and able to demonstrate common sense	<b>E</b>		Interview Reference
<b>Additional</b>	The willingness to contribute to the wider Benjamin Foundation success story	<b>E</b>		Interview
	Commitment to equality and diversity policy of The Benjamin	<b>E</b>		Interview



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	A willingness to undertake training appropriate to the post	E		Interview
	A sense of humour	E		Interview