



Bradbourne Park  
Pre-school

## **Job Description**

### **Early Years Practitioner – Bank Staff**

Job title: Early Years Practitioner – Bank Staff

Responsible to: Pre-school Managers

Responsible for: None

Purpose of the job:

- To work as part of the team under the direction of the Managers.
- To cover for or supplement the Pre-school's staff.
- To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

#### **Main duties**

1. To provide cover for existing staff, whether that be to cover training, sickness or need for additional staff on rota.
2. To ensure that children are kept safe and that you understand when to follow child protection procedures.
3. To advise the Pre-school Managers of any concerns e.g. over children, parents or the safety of equipment/the environment.
4. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
5. To help to prepare the environment and to help tidy away and re-set at the end of the session.
6. To follow the children's lead when planning for and interacting with their play.
7. To offer an appropriate level of support to extend and challenge this play.
8. To attend training courses as required and to take responsibility for your professional development.
9. To be aware of and adhere to all the setting's operational policies and procedures, e.g. child protection, health and safety, fire precautions, dropping off and collection of children, cleanliness of the setting etc.
10. To undertake any other reasonable duties as directed by the Pre-school Managers, in accordance with the setting's business plan/objectives.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Managers