



# WINDMILL HILL CITY FARM EARLY YEARS

0-5 YEARS SETTING





## A MESSAGE FROM THE MANAGER

Thank you for your interest in the position with us. We look forward to receiving your application. If you would like to know more, please view the job description below and do not hesitate to contact us for further information or to arrange a visit.

We would be delighted to show you around our setting.

Warm regards

Laura Usher, Early Years Manager

[laura.usher@windmillhillcityfarm.org.uk](mailto:laura.usher@windmillhillcityfarm.org.uk)





## ABOUT US

We are a committed team of Early Years Professionals who aim to give children and their families a sense of belonging and a warm, caring and nurturing environment in which to grow and learn.

“It’s a great location, being able to see animals! I’ve made some friends for life while working here”

– Early Years Educator 2023

“I think we have a really great team here and there is a real sense of belonging. They are not just work friends; they are work family”

– Early Years Educator 2023

“I love watching the children grow and learn, it’s such a rewarding job and I look forward to coming in each day”

– Early Years Educator 2023





## WE CAN OFFER YOU

- Support and guidance from our experienced and dedicated Early Years team.
- Learn as you play – A commitment to your professional development, where your passion, knowledge and skills are valued.
- Employee programme which covers good practice elements such as workplace wellbeing, workplace culture, competitive pay, and benefits – not forgetting 10% staff discount in our award-winning café!
- 25 days holiday per year, plus bank holidays (pro rata)
- Free Uniform
- Cycle to work scheme.
- Excellent transport links.
- Access to all the resources the farm has to offer.



Please have a look at our website  
to find out more about life at Windmill Hill City Farm:  
[www.windmillhillcityfarm.org.uk](http://www.windmillhillcityfarm.org.uk)



# EARLY YEARS EDUCATOR - LEVEL 3

## JOB DESCRIPTION

Responsible to: Senior Early Years Educator

Responsible for: None but may involve supporting volunteers and students under the supervision of Senior Early Years Educators.

Grade: B

## PURPOSE



To provide and maintain a high-quality Early Years' service within Windmill Hill City Farm, Children and Family Services (CFS).

To work as a member of the staff team to ensure that all children and their families receive a consistent service to the highest possible standard.



# MAIN RESPONSIBILITIES

- Provide a safe, secure, and child-centred physical and emotional learning environment which supports the developmental needs of all children.
- Help children develop curiosity and knowledge about their environment and the world around them.
- Work within the Early Years Foundation Stage (EYFS) and Birth to Five Matters Guidance to observe, assess, monitor, and maintain records on children's development, including those with SEND.
- Ensure safeguarding practices, policies and procedures are followed and adhered to.
- Ensure the health, safety and hygiene of children and staff are maintained, both inside and outside the setting.
- Respect and promote equity, equality, diversity and inclusion and work in an anti-discriminatory and non-biased manner.
- Develop and maintain respectful relationships with parents and carers, ensuring effective communication and listening skills.
- Promote teamwork and work with and support your colleagues and peers, including external professionals, apprentices, agency staff, students, and volunteers, in a warm and mutually respectful way.
- Attend staff meetings, staff training days and other relevant and necessary training as required.
- Keep up to date with changes in the curriculum and developments in best practice.
- Work within the professional expectations, policies, guidance, and ethos of Windmill Hill City Farm's setting.



# PERSON SPECIFICATION

- NVQ 3 or equivalent childcare qualification.
- A minimum of one years' experience of working in a day care setting.
- Ability to work with high quality standards.
- Ability to communicate professionally and effectively with children, colleagues, parents, carers, and other professionals.
- Knowledge and experience of working with the EYFS.
- The ability to plan and carry out a variety of activities for all the children both indoors and outdoors.
- The ability to carry out observations and maintain accurate records for use in development logs and learning diaries.
- Ability to work alone as well as part of a team.
- Good planning and organisational skills.
- To be enthusiastic, reliable, consistent, and self-motivated.
- Practical understanding of, and a commitment to, anti-discriminatory practice.
- Ability to always maintain a positive and welcoming environment.
- The ability to stay calm under pressure and work with interruptions in a busy environment.
- Understanding and commitment to promoting equality of opportunity.
- Understanding and commitment to working with all safeguarding policies, practices, and procedures.
- The ability to take responsibility for your own health and safety and that of others.
- Willingness to undertake training.



## DESIRABLE

- Paediatric First Aid Certificate.
- Level 2 Food Hygiene Certificate.
- Experience of working with vulnerable families.
- Experience of working with children with additional needs.
- Experience of working with 'Family' software.
- An interest in the work of Windmill Hill City Farm, and an understanding of our aims and objectives.

**APPLY TODAY**

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