

# EARLY YEARS LEADER

PAY RANGE: £75 - £118

**JOB DESCRIPTION:** We are recruiting fun and enthusiastic childcare professionals to join the Club Excel team caring for children aged 3 - 4 throughout the holidays.

## Main Duties:

- Work within Club Excel's Mini Camp for 3 & 4 year old's.
- Provide a safe, secure, fun and stimulating environment for the children throughout the day.
- Prepare, set up and also tidy away activities in the room for the children.
- Carry out activities with the children in accordance with the planning and EYFS.
- Adhere to the camp's daily routine.
- Be a confident key worker caring for your own key children making sure you meet the children's individual needs of care and support.
- Carry out and complete required paperwork.
- Assist with daily sign-in and sign-out.
- Report to the Early Years Lead and Early Years Senior Coordinator.
- Confidently speak with your key worker parents if required.
- Comply with the company's policies and procedures at all times.
- Comply with the company's Safeguarding, and Health and Safety policies and Procedures at all times.
- Support the Senior Coordinator to ensure that Ofsted standards are complied with at all times.



## Person Specification

- Confident and Enthusiastic
- Excellent Interpersonal skills
- Ability to work positively with children aged 3 & 4 years old
- Confident, approachable and friendly manner
- Ability to work in a fast-paced environment
- Flexibility and adaptability
- Ability to work positively as part of a team
- Ability to use own initiative
- Excellent multi-tasking ability
- Ability to lead and inspire a team of staff
- Reliable and good work ethic

## Qualifications/Experience - Ideally you will have:

- **Must hold a minimum Level 2 OR 3 Childcare and Education qualification or NQTS, QTS**
- 2 years minimum experience of working with children aged 3 – 4 years.
- A Paediatric First Aid qualification or willingness to obtain.
- Experience of working with children in a school, camp or activity setting.
- Confident knowledge and understanding of the EYFS
- Knowledge of Ofsted requirements
- Knowledge of Safeguarding
- Enhanced DBS or willingness to obtain.

