



BERKHAMPSTEAD SCHOOL

Job Description

Job Title: Early Years Practitioner

Reports to: Head of Early Years, Kindergarten Lead and,
ultimately the Head Teacher

We are seeking to recruit an experienced Early Years Practitioner to join our wonderful team at Berkhampstead School Kindergarten. We are a happy, Independent School with a warm, family feel, priding ourselves on our nurturing and inclusive ethos. The children in our care flourish and grow in confidence as they explore the EYFS curriculum through hands-on experiences and learning through play.

We are looking for candidates with a passion for Early Years and a calm and caring approach. We would love to hear from you if you are interested in joining our friendly team on a part time basis working Monday-Thursday, term time only.

The successful candidate will have a keen interest in the characteristics of effective learning, have a sound knowledge of the EYFS framework, contribute to planning and be a Key Person. We have a strong play-based approach to learning within a well-resourced, outstanding department.

Role and responsibilities

Learning

- Prepare the Kindergarten before sessions – set up of continuous provision.
- Assist with planning of teaching activities based on individual children - “In the Moment” planning.
- Take responsibility as a key person for a group of children.
- Assist children with day-to-day activities.
- Assist in the implementation of Early Years Foundation Stage for children and help to monitor their progress through observations and “wow moments”.
- Provide support for individual children inside and outside the classroom to enable them to participate fully in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Support children with emotional or behavioural problems and help develop their social skills, reporting any issues when required.



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- Supervise cloakroom and toilet visits.
- Assist with changing and dressing for Forest School and other activities.
- Assist with snack and mealtimes.
- Be proactive in matters relating to health and safety and child protection.
- Clean and tidy away at end of sessions.

Administrative Duties

- Prepare and present displays of children's work.
- Keep the classroom in a tidy and safe order.
- Supervise outdoor play activities where required.
- Attend team and staff meetings.
- Attend inset days.

If you are passionate about providing superb care, a stimulating education for young children and would like to join our friendly team, we can offer the following incentives:

- An outstanding working environment with fantastic facilities,
- Competitive salary.
- Generous APTIS pension scheme for all staff.
- Career progressions and further training.
- Home cooked staff lunches.
- A generous staff discount on School and Nursery fees

Qualifications:

A minimum Level 3 childcare qualification is preferable for this role; however, a minimum level 2 qualification and 2 years' experience in a childcare setting would be an advantage.

Additional Information:

Hours of Work: 8.00am – 4.30pm – Monday to Thursday - Term-time only
Start Date: 5th January 2025
Closing date: 1st December 2025
Interview date: 4th December 2025

To apply:

Please complete the School Application form along with a covering letter and return to Ms S Watkins, HR & Admissions, Berkhampstead School, Pittville Circus Road, Cheltenham GL52 2QA

Or email: hr@berkhampsteadschool.co.uk



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This job description is not necessarily a comprehensive definition of the role, and the job holder may be directed to undertake other such tasks or duties, which may be reasonably given to him/her from time to time. It may be subject to modification or amendment at any time after consultation with the post holder.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include: being alert to issues of safeguarding children and child protection; promote the welfare and safety of pupils and report any child safety/protection concerns to the Head of Department and DSL immediately, adhering to safeguarding policies, procedures and practices.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."