

JOB DESCRIPTION: PRESCHOOL PRACTITIONER
Charlton Mackrell C of E Primary School and Preschool

Charlton Mackrell C of E Primary School are looking to appoint an enthusiastic and motivated preschool practitioner to be part of a committed, happy team. This role is for a part-time post and is available from 1st September 2026 for a fixed term in the first instance to 31st August 2027.

Responsible to: the Headteacher and Preschool Manager

Preschool practitioner job description

General duties

- Provide effective care, teaching and learning for children up to age five, enabling them to progress and prepare for school.
- Support and promote children's early education and development in the EYFS.
- Work in partnership with the Preschool Manager, staff, parents, and professionals where applicable to support children's development.

Promoting children's development

- Use the expected patterns of children's development to promote their early education and development.
- Accurately identify the needs, interests and stages of development of individual children.
- Promote diversity, equality and inclusion, accounting for cultural differences and family circumstances in activities.

Promoting the health, safety and welfare of children

- Act in accordance with legal requirements and statutory guidance on health and safety, child protection, safeguarding, security and confidentiality.
- Act in accordance with relevant school policies and procedures, such as those concerning child protection, health and safety and emergency situations.
- Promote the welfare of children at all times and report any safeguarding concerns to the Designated Safeguarding Lead.
- Carry out physical care routines suitable to the age, stage and needs of each child.
- Promote health and wellbeing throughout all practice and activities.
- Follow and encourage appropriate infection control measures, e.g. hand-washing, food hygiene, cleaning spillages and safely disposing of waste.
- Maintain accurate records and share information as required to ensure all children's needs are met, e.g. in relation to allergies and medical conditions.

Communication and self-development

- Work co-operatively and harmoniously with the Preschool Manager, other staff members and relevant professionals to meet the needs of all children and enable them to progress.

- Liaise closely with parents to support them to promote their child's health, wellbeing, learning and development.
- Engage in relevant CPD opportunities to improve and acquire skills, practice, and subject and safeguarding knowledge.

Use of assessment

- Conduct and record observational assessment accurately, reporting findings to the Preschool Manager.
- Use formative and summative assessment to track children's progress to plan next steps and shape learning opportunities.

The duties and responsibilities of the post are subject to those detailed in the statement and conditions of employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

This job description does not define in detail all the duties/responsibilities of the post and will be reviewed annually and may be subject to modification or amendment after consultation and agreement with the post holder.

Preschool practitioner person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Minimum of GCSE grade C or equivalent in maths and English. 	<ul style="list-style-type: none"> • First aid certificate • Level 2 or 3 NVQ in Early Years Care and Education.
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Worked with children aged five and under for at least two years. • Excellent communication, planning and organisational abilities. • Able to work with pupils and their families sensitively and effectively. 	<ul style="list-style-type: none"> • Worked with children with SEND. • Worked with parents to support children's development. • Used the early education curriculum framework to support children's development. • Able to assess and plan for a child's individual needs and differentiate activities to cater for children's varying needs and stages of development.

Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Able to analyse and explain how children’s learning and development can be affected by their stage of development and individual circumstances. • Recognition of the importance of CPD and how to use time effectively. 	<ul style="list-style-type: none"> • Awareness of the EYFS curriculum. • Clear understanding of the expected patterns of children’s development from birth to age five.
Personal traits	
The successful candidate will have	
<ul style="list-style-type: none"> • A calm, caring and friendly nature. • A commitment to promoting children’s wellbeing and education. • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • A flexible approach towards working practices. • The ability to work independently and as part of a team. 	
Additional requirements	
The successful candidate will have	
<ul style="list-style-type: none"> • Be required to undertake an enhanced DBS with barred list check. 	