



Healthworks

the community health charity

The Health Resource Centre, Adelaide Terrace, Newcastle upon Tyne NE4 8BE
Tel: 0191 272 4244

Pre-school Practitioner - Maternity Cover Job Description

Title:	Pre-school Practitioner
Hours:	35.5 hours per week term time only
Salary:	£25,069 per annum (pro rata)
Reporting to:	Pre-school Manager
Accountable to:	CEO

JOB PURPOSE

This post will work to deliver all aspects of the Early Years Foundation Stage at Healthworks Pre-School; providing the very best experiences for young children through a variety of opportunities, experiences and activities in a secure and friendly atmosphere

Work alongside our partnership organisations to give every child the best start in life

To support volunteer involvement, particularly encouraging parents to engage with the local activities to enable them to have their say in how services are shaped and delivered

Ensure the highest quality of Healthworks service delivery

MAIN DUTIES AND RESPONSIBILITIES

*The following is typical of the level of duties which the job holder could be expected to perform. It is **not** exhaustive and other duties may be expected to be performed by the post holder from time to time, where deemed necessary.*

- Work within the requirements of the statutory framework of the Early Years Foundation Stage, contributing to the planning of a varied programme of group and individual activities
- Act as a Key Worker, liaising closely with and frequently updating parents/carers and ensuring each child's needs are being met
- Support parents around any special educational needs
- Take ownership of the observation, assessments and planning for your key children in line with EYFS and provide developmentally challenging next steps
- Work as part of a team to provide a safe, caring environment to enable the emotional, social, and educational development of children
- Engage children to widen their interests and develop their participation in indoor and outdoor play
- Support and extend children's learning, development and educational outcomes
- Ensure the Pre-School is a safe environment for children and adults, with all equipment well maintained and checked regularly as fit for purpose
- Manage and maintain accurate records and associated paperwork and provide reports as and when necessary
- Engage and communicate with our service users and partners through social media and online channels
- Prioritise the safeguarding of children
- Ensure that families have access to information about family services and are appropriately signposted to these and other relevant family support services
- Identify any families that require support through the Early Help process and carry out assessments where appropriate
- Remain up to date with our childcare policies and procedures
- Undertake any training identified by the Line Manager relevant to the role
- Responsible for ensuring that risk assessments are carried out and the requirements of all Health and Safety policies and procedures are met
- Work according to Healthworks policies and procedures, recognising our commitment to anti-discriminatory practices

September 2025

Person Specification

Criteria	Essential [Requirements necessary for safe and effective performance in the job]	Desirable [Elements that would contribute to improved performance in the job]
Qualifications	• Full and relevant Level 3 or above Childcare Qualification • English and Maths at GCSE (or equivalent) at the grade C/4 or above	• Training certificate in First Aid and Food Hygiene
Experience	Experience of • Working in an Early Years setting • Using and understanding the EYFS • Working in an environment that requires confidentiality • Working to a timetable that may change day-to-day • Working in a culture of continual improvement • Safeguarding policies and procedures • Good knowledge of professional standards and codes of conduct relevant to Childhood and Family Services	Have experience of • Working for a charity • Working in areas of deprivation • Outdoor learning • Working with children with additional needs
Skills, Knowledge and Abilities	• Excellent working knowledge of the EYFS and the Ofsted inspection framework • Thorough knowledge of children's developmental needs from 2 to 5 years • A good level of IT skills including Microsoft Office • Ability to communicate with people at all levels • Ability to communicate verbally and in writing • Excellent organisational and time management skills with the ability to prioritise effectively • Passion to deliver high quality and exciting learning opportunities • Ability to engage service users and other agencies through social media and other online channels or a willingness to learn and develop these skills Able to • Relate and interact with children and families • Develop positive relationships with families and professionals • Work as part of a team and follow instructions • Provide advice and guidance sensitively • Work to deadlines, prioritising work appropriately • Work flexibly, moving from one type of task to another within the same shift • Some evenings and occasional weekend work required	• Knowledge of the Local Offer • Knowledge of resources in the community and city • Reflective practice abilities • Knowledge of relevant national policies and guidance

Personal Attributes	• Clear vision of the role • Passionate about giving children the best start in life • Passionate about supporting children and their families • Friendly and approachable with a 'can do' attitude • Positive about working as part of a team and in cooperation with colleagues in other teams • Committed to ongoing professional development • Non-judgmental • Possess strong interpersonal skills (especially active listening) • Positive about working in cooperation with colleagues in other teams • Solution focused • Ability to use own initiative • Enthusiastic • Flexible and adaptable	• Advocate for the needs/rights of parents/carers and children
Other requirements	• Committed to equal opportunities • Recognises the need for confidentiality • No relevant criminal convictions • DBS clearance	