



Wise Owls Job Description :- Early Years Educator (Bank Staff)

Responsible to :- The Co-ordinators / Directors

THE ROLE :-

A Wise Owls Early Years Educator (Bank staff) is a childcare professional with responsibility for caring for children, maintaining a high-quality learning environment and supporting ratios within the teams. They are warm and responsive team players who like variety and are able to work flexibly within a routine.

MAIN DUTIES AND RESPONSIBILITIES :-

- To continue to enable a safe, welcoming and inclusive environment for all children
- To adhere to Wise Owls' policies and procedure.
- To share responsibility for the welfare of all children in Wise Owls, following systems to ensure consistent, high-quality care and learning.
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies to Laura Bryson, the named Safeguarding Officer.
- To be reliable, punctual and flexible maintaining staffing ratios at all times in accordance with bank hours.
- Is aware that they may be contacted out of hours to cover shifts at short notice.
- To interact warmly and professionally with children, parents (when appropriate) and staff.
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times
- To be professional and a good role model to the children and other staff members, at all times
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the nursery
- To be aware of the profile and reputation of Wise Owls and refrain from irresponsible behaviour that could impact the company's commercial success.



- To communicate effectively and share information.
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.
- To cooperate and work effectively with the team.
- To undertake any other aspects of nursery work according to need.
- Any other duties as instructed by your Coordinator.

This job description is intended to give you an indication of the main duties, but is not meant to be an exhaustive list.