



# GATEWAY SCHOOL

— GREAT MISSENDEN —

## Early Years Practitioner April 2025 start

**(35 hour weekly shifts available between 7.30am - 6pm, 45 weeks of the year)**

*Would you like to work with some of the most curious and warm-hearted children?  
Do you want to share your imagination, enthusiasm and zest for life with young minds?*

Gateway is a nurturing and thriving independent co-educational prep school set in the heart of the Chilterns with 260+ children. The school enjoys a strong reputation for its academic excellence and welcoming community. Our Preschool is an important part of our whole school where children learn primarily through play, enjoying a combination of adult-initiated and child-led activities. We are seeking to recruit an inspiring Early Years Practitioner to work with a fantastic and caring team who put our children at the centre of what they do. There is a degree of flexibility with working hours which can be discussed at interview.

### **Part of Bellevue Education**

Founded over eighteen years ago, Bellevue Education is a world-class group of schools dedicated to providing the best possible education to children and students aged from 0 to 19 years. Each Bellevue school is run independently, but are united by the same values and commitments to innovation in teaching; investments in teachers, buildings and technology; and exceptional academic results as a natural outcome of a focus on instilling a lifelong love of learning. Bellevue schools are warm, happy and dynamic environments where students are encouraged to aim high, and where they will find everything they need to succeed. The group consists of 21 schools across the UK, in Switzerland and France, with headquarters in London, UK.

### **Why choose to work at Gateway Preschool?**

- Competitive salary
- Networking and potential career progression opportunities within the wider group
- Opportunities to be part of the whole school inset provision & CPD (Up to 5 days of inset training per year)
- 28 days holiday including Bank Holidays, including time off between Christmas and New Year
- Competitive pension contributions. Death in service benefit
- Part of a wider educational setting. Part of a bigger organisation and network
- Specialist teachers onsite to offer support and subject specialist advice.
- Hot lunches, snacks and tea and coffee provided
- PerkBox: Bellevue staff wellbeing advantage and discount benefits.

Should you wish to apply, an application form is available to download from our website at [www.gateway-school-bucks.co.uk](http://www.gateway-school-bucks.co.uk) or please contact Mrs Helen Brown [pa@gatewaysch.co.uk](mailto:pa@gatewaysch.co.uk) or telephone 01494 862407. Applications should be sent to Gateway School by midday Tuesday 22 April 2025.

*Gateway School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to references and a Disclosure and Barring Service Check.*



# GATEWAY SCHOOL

— GREAT MISSENDEN —

## JOB DESCRIPTION

**POST TITLE**                      Preschool Practitioner (full and part time roles available)

**RESPONSIBLE TO**           Nursery Manager

**SALARY**                         Dependent upon experience and qualifications

**WORKING HOURS: FT:** 35 hours per week 45 weeks each year. Excluding bank holidays and between Christmas and New Year. **PT:** Part-time hours per week 45 weeks each year. Excluding bank holidays and between Christmas and New Year.

The Preschool Practitioner will be working as part of a team to ensure the daily needs of children between the ages of two and five years are met within the Preschool setting.

### Purpose of Post

- To provide an interesting, stimulating and safe environment for the children in a variety of ways and develop their learning and character in line with the ethos of the Preschool and Gateway School.
- To work under the Preschool Manager as part of the team, to achieve the aims and objectives of the Gateway Preschool.
- To ensure a high standard of physical, emotional, social and intellectual care for children placed in Gateway Preschool.
- To develop genuine bonds with your key children and create stimulating and educational activities that enable young children to develop, thrive and for each and everyone to discover what is possible.
- To keep a record of the children's progress to share with parents, caregivers, your team and other professionals as required
- To give support and respect to other personnel within Gateway Preschool.
- To implement the daily routine in the Preschool.

### Key Areas

- Safeguarding – observe and be alert and report immediately any signs of abuse or neglect.
- Act as a positive role model, using appropriate tone of voice and body language.
- Work effectively as part of a team, supporting colleagues in meeting every child's needs.
- Liaise with parents and staff.

### Duties and Responsibilities

- Get to know and build strong and positive relationships with each child and their parents/ caregivers



# GATEWAY SCHOOL

— GREAT MISSENDEN —

- Plan for and operate a programme of activities suitable to the age range of children attending the Preschool in conjunction with the team on a weekly basis.
- Adjust activities according to individual children's needs.
- Support all staff and contribute to the team. Follow instructions of the Preschool Manager.
- Liaise with and support parents and other family members.
- Attend staff meetings and training events outside working hours if required.
- Undertake certain domestic jobs within the Preschool, for example, serving snacks and meals.
- Develop your role within the team.
- Engage in reflective practice, use constructive feedback to continually improve.
- Carry out any reasonable request given to you by any Senior Member of Staff.
- Be reliable and punctual

## **Skills, Abilities and Disposition**

- A happy, enthusiastic and positive person
- Self motivated and ability to work on own initiative
- Be able to work as part of a professional childcare team
- Have an understanding of equal opportunities.
- Ability to communicate confidently with a wide range of people, both verbally and in writing.
- Good organisational skills.
- To be able to understand and meet the needs of individual children and families.
- To deliver suitable learning and care experiences for children to ensure they develop and thrive in the Preschool.
- To enjoy and be suitable to work with children
- Understand the need to provide a stimulating, caring and consistent environment for young children.
- To be flexible with regard to working hours and shifts.
- To be committed to the nursery and school's philosophy and ethos.

## **Qualifications**

Must hold a full and relevant childcare qualification that enables them to be counted towards ratios for under 5s.