



Job Information Pack

Early Years Practitioner

Noah's Ark Pre-School

Gracious Street Methodist Church, Knaresborough, HG5 8AN

Closing date: **28th February 2025**



Noah's Ark is a pre-school based in Gracious Street Methodist Church that welcomes, values and respects the uniqueness of each child and family.

We believe that working closely in partnership with parents will help each child thrive, enjoy and achieve.

We encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences and environment we provide.

Noah's Ark Pre-school is part of Gracious Street Methodist Church, Knaresborough, and occupies dedicated and secure inside and outdoor spaces within the Church premises. We are an outstanding 20 place, TTO early years setting and currently employ five members of staff.

The pre-school works under the authority of the Church Council through a sub-committee of volunteers and parents who support the staff with policy and finance. Situated in the centre of Knaresborough, an ancient North Yorkshire market town, our premises are easily accessible from the Market Square or the bus station and are adjacent to one of the town's carparks.

Our Early Years work began in 1993 and has been expanding and developing ever since, at our last OFSTED inspection in the summer of 2024 the setting was rated **"outstanding in all areas."**

- We believe that childhood is a time for children to be, to explore and make meaning of their world. A sense of trust, security and belonging helps them to build positive relationships as well as respect for themselves and others.
- We believe when children are allowed to follow their own interests and motivations, and take age-appropriate risks within a safe, warm, caring and supportive learning environment, they will develop an eagerness to learn and acquire the skills needed for formal learning to take place later.

Our pre-school welcomes children aged two years to five years from a wide variety of backgrounds, different ethnicities and faiths, as well supporting children with SEND and children with EAL.

The Christian festivals are recognised and celebrated with families and children are sensitively encouraged to take part whatever their background. We promote the learning and development of all children, ensuring their entire early years' experience contributes positively to their holistic development and their eventual transition into school. The setting always has a healthy waiting list and benefits from a good reputation in the local area.





About the job:

We are seeking an Early Years Practitioner. This role is for 24 hours per week hands-on term-time-only (TTO) post. It requires the successful applicant to work closely with other staff and children.

Learn more:

Visit our [website](#) to discover more about our amazing pre-school, rated outstanding Summer 2024. Visit the Gracious Street Methodist Church [website](#) to understand more about our wider community and missional work.

Next steps:

We actively encourage enquiries and welcome informal conversations about this exciting opportunity. In the first instance direct these by email to myself at hr@yorkshiremethodist.org

- To download an application form, visit our [website](#).
- Please return completed application forms by email to our [District HR Advisor](#).

Anticipated timeline:

1. Closing date:	28 th February 2025
2. Interview date:	7 th March 2025
3. Anticipated start:	ASAP

- We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
- Interviews will be held in-person at Noah's Ark Pre-School, Knaresborough, HG5 8AN.

On behalf of the Gracious Street Methodist Church trustees and the management committee at Noah's Ark Pre-School, thank you for your interest in this post. I look forward to hearing from you.

With good wishes,

Doreen Whittaker
Chair of committee



Job Title: Early Years Practitioner.
Employed by: Gracious Street Methodist Church.
Location: Noah's Ark Pre-school, Knaresborough, HG5 8AN.

Reports to: Early Years Lead Practitioner.

Key relationships: (Internal)
 - Staff and volunteer team at Noah's Ark.
 - Minister in Pastoral Charge of Gracious Street Methodist Church.

Key relationships: (External)
 - Parents, guardians and carers of attending Children.

Purpose of role:

- To work as a key person and as part of the pre-school team under the direction of the Early Years Lead Practitioner to provide safe, high-quality education and care for young children

Main duties

- Act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs, emotional, physical and educational, are recognized and met.
- Make observations, analyse and record children's learning and assist with the planning of the Early Years Foundation Stage (EYFS) provision. As a Christian Pre-school it is expected that Bible stories, songs, prayers and under 5's church services are all included
- Provide all children with activities and resources, both indoors & outdoors, offering an appropriate level of support and stimulation based on their current needs and interests.
- Help to organize the setting and to keep all areas tidy, always having regard for health and safety and the requirements of the EYFS.
- Attend staff meetings, in-service training courses and complete Methodist Advanced Safeguarding Training, and other meetings as required.
- Take part in annual appraisals, the self-evaluation process and continue their own professional development.
- Follow the Noah's Ark pre-school policies and procedures, including safeguarding, health and safety, and GDPR.
- Maintain boundaries of confidentiality.

Other requirements:

- Maintain a good understanding of the culture, values and ethos of Noah's Ark Pre-school.
- All other reasonable duties within the capabilities of the post holder that support the developing mission of Noah's Ark and Gracious Street Methodist Church.

This post is exempt from the Rehabilitation of Offenders Act 1974 - applicants must be prepared to disclose any convictions they may have and any orders that have been made against them."

Summary of terms and conditions:

Contract type	Part-time, Term Time Only (38/52-weeks a year).
Working hours	24 hours per week.
Working pattern	A flexible working pattern across a traditional Monday-Friday working week.
Rate of pay	£12.60 hourly rate TTO (38/52) paid over 12 monthly instalments.

Location	Noah's Ark Pre-school, Knaresborough, HG5 8AN.
Pension	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions.
Probationary period	Appointments and offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure	Appointments and offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training	<p>We are an employer who will try to support you to develop and improve your professional practice. During employment with us we will consider relevant requests for continuing professional development (CPD).</p> <p>Advanced Methodist Safeguarding and a full level 3 paediatric first aid course must be completed within 3-months.</p>



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Training and Qualifications			
A relevant Level 3 Qualification (eg Early Years Educator) or a willingness to work towards a relevant Level 3 qualification (if currently Level 2)	Yes		A, I, Q
Knowledge, Skills and Experience			
At least one years' experience of working in an early years setting, ideally in a similar environment or have at least one years' other suitable experience.	Yes		A, I
Has a sound knowledge of child development and a clear understanding of vulnerability.	Yes		A, I
Has up-to-date knowledge of relevant legislation and guidance in relation to working with children in the EYFS.	Yes		A, I
Good understanding and use of written and spoken English.	Yes		A, I
Qualities and Aptitudes			
Able to maintain consistent professional boundaries, developing trusted working relationships with a diverse range of internal and external stakeholders.	Yes		A, I
Values and respects the views and needs of young children.	Yes		A, I
Can work collaboratively with families and other agencies to support children's learning and care, especially where children are vulnerable or have SEND	Yes		A, I
As a key person, has experience making observations and assessments, liaising with families and keeping children's records.	Yes		A, I
Enthusiastic, committed, organised and well prepared.	Yes		A, I
Any Other Requirements			
A commitment to embed and promote good practice with Safeguarding, GDPR and Data Protection, in line with evolving Methodist policy and practice.	Yes		A, I
A commitment to undertake training as necessary and as identified appropriate by the Line Manager as soon as practically possible.	Yes		A, I
Awareness of and a sensitivity to issues of Equality and Diversity.	Yes		A, I
A satisfactory enhanced disclosure from the Disclosure and Barring Service.	Yes		DBS

Assessment: A: Application form; I: Interview; Q: Proof of Qualification; P: Presentation



Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview.

Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process. If you have any questions about the way that we recruit, do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer and subsequent appointment will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Where CVs are submitted these will not be used to make shortlisting decisions.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive.

It is important that both referees are able to comment on your suitability to the role through their professional connection to you.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us.

By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. You commit to work within and promote these at all times should a conditional offer of employment be made.