



Call Us.....07799218129 or Email Us.....[info@westviewplaygroup.org.uk](mailto:info@westviewplaygroup.org.uk)

Registered Charity No: 1020794

### **West View Playgroup Early Years Practitioner Vacancy - Part-time, 3 days a week (21 hours)**

We are seeking a committed, motivated early years practitioner (level 2 or level 3) to join our nursery on a part-time basis as soon as possible.

As an early years practitioner you will be responsible for enriching children's lives, supporting the education and safeguarding of our children and working cohesively within our established staff team.

#### **About Us**

Westview Playgroup is a cherished community playgroup located in Swanley, open during term time. We operate a free flow environment and our emphasis is on learning through play. We offer a well-equipped, safe, and comfortable environment for children from the age of 2 and have a large outdoor space, used year-round. We are ofsted registered and received a Good rating at our most recent visit in May 2024. We are a charity, led by a Committee. For more information about Westview Playgroup visit our [website](#)

#### **About the Role:**

- Permanent Position available immediately
- Term-time position (38 weeks a year)
- 21 hours per week
- Potential for more hours depending on levels of children.

#### **Main duties**

- To organise activities inside and outside the playgroup, which encourages creativity, development, co-ordination, independence, self expression and learning through play independently and in a team
- To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs and progress are recognised and met.
- Follow the Early Years Foundation Stage framework for guidance in your practice with the children
- Assist children with personal care including changing nappies, assisting with toilet training and other associated welfare duties
- Carry out Health and Safety checks as required, to ensure the Playgroup is tidy, safe, clean and secure for children, staff, parents/carers and visitors.
- To advise the Playgroup Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.

- To support meal times within the setting.
- To attend training courses as required and to take responsibility for your development.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
- To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
- To undertake any other reasonable duties as directed by the Playgroup Manager, in accordance with the setting's objectives.

**NB: 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 which have been made against them.**

### **What we are looking for**

#### *Essential criteria*

- Level 3 or a Level 2 early years education and childcare qualification or equivalent
- Valid Paediatric first aid (PFA) certificate
- Previous experience of working with young children.
- Willingness to learn.
- Sound knowledge of child development for children from birth to five years.
- Knowledge of the Early Years Foundation Stage (EYFS).
- Knowledge of child protection and safeguarding procedures.
- Good communication skills with excellent command of the English language written and verbal
- An understanding of play based approaches to children's learning and development.
- Commitment to equal opportunities.
- Commitment to working effectively with young children and families.
- Friendly and flexible approach at work which facilitates the development of effective relationships.
- Current First Aid at Work and Safeguarding certificates

### **Application Process:**

- Please apply with your CV and short cover letter outlining your suitability for the role to Hannah Bird, Chair either via the Indeed Portal or directly at [info@westviewplaygroup.org.uk](mailto:info@westviewplaygroup.org.uk)
- If you are invited for an interview, you will be expected to complete a self-disclosure form or most up to date DBS check (in advance of any DBS background check), proof of identity, details on two recent references, proof of relevant early year's qualifications and proof of right to work in the UK (if applicable)
- An enhanced Disclosure & Barring Service (DBS) check is required for this role. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

**Job Type:** Permanent position, part-time available immediately

**Salary:** £12.21 - 12.60 per hour, depending on EY Practitioner Level. NB Staff salaries will be reviewed in April 2026.