



## **JOB DESCRIPTION**

### **Early Years Practitioner - Part Time**

### **MATERNITY LEAVE COVER**

#### **THE SCHOOL**

RMS is a leading independent girls' day/boarding school with circa 900 pupils aged 2 to 18 and over 250 teaching and support staff. The school is situated on a stunningly beautiful 300-acre parkland estate near Rickmansworth in Hertfordshire.

RMS is a distinctive and thriving school, values-led at heart and attaining exceptional outcomes through living our Mission that "Every pupil thrives and is prepared to shape their future". Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.com](http://www.rmsforgirls.com) for more information.

Ruspini House is our well-established, outstanding Nursery School which operates within the beautiful, extensive grounds of the larger RMS campus near Rickmansworth. Ruspini House is committed to providing the highest quality, inclusive education, fostering **curious, persistent, and independent learners** within a nurturing and dynamic environment.

#### **THE ROLE**

##### **Early Years Practitioner (Key Person)**

This is a key, hands-on role for a skilled and dedicated Early Years professional. You will be instrumental in the planning, delivery, and assessment of our high-quality education and care provision.

**Reporting to:** The Early Years Leader (Room Leader) and Head of Ruspini House

#### **JOB SPECIFICATION**

##### **Key Responsibilities Include:**

- **Be relentlessly committed to safeguarding** and promoting the welfare of children, strictly adhering to the School's Safeguarding and Child Protection policies at all times.
- **Act as a Key Person** for a designated cohort of children, responsible for their individual care, development, and progress tracking.
- **Collaborate effectively** with the Early Years Leaders to plan and deliver a rich, stimulating, and enabling curriculum in line with the **EYFS Statutory Framework (latest version)**.
- **Lead the learning environment** within your assigned classroom and outdoor area, ensuring it is purposeful, inclusive, and rich in spontaneous learning opportunities.
- **Model and encourage high standards** of personal hygiene, self-care, and independence (including supporting with toileting/nappy changing as required).
- Diligently **monitor, assess, and evaluate** children's learning journeys, using accurate observations to inform and plan for their next steps in development.
- **Build strong, positive relationships** with parents/carers of your Key Children, acting as the primary point of contact to provide regular, constructive feedback on progress.

- Actively participate in the rota for **Early Club, Late Club, and Holiday Camps** as required by the needs of the setting.
- Attend Open Days, staff meetings, and engage proactively in ongoing professional development and performance review.
- Adhere to all Health and Safety Regulations and maintain exemplary standards of professional conduct and personal presentation.

## PERSON PROFILE

All staff are expected to conduct themselves in line with the School's values of **Inclusivity, Courage, Ambition, Kindness, Perseverance** and **Integrity**. The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community.

## Essential Experience and Qualifications

- A **full and relevant Level 3 qualification** in Early Years/Childcare or equivalent.
- A secure and current knowledge of the EYFS Statutory Framework (latest version), with proven ability to translate policy into inspiring and inclusive practice.
- Recent, demonstrable experience working effectively as a Key Person or Lead Practitioner within a high-quality Early Years setting.
- Excellent communication skills, both written and verbal, for effective interactions with children, colleagues, and parents.
- A good level of applied literacy and numeracy.

## Personal Attributes

The successful candidate will demonstrate:

- A strong team player mentality who contributes positively to the overall effectiveness and success of the Ruspini House staff team.
- Genuine enthusiasm, drive, and resilience, viewing change as an opportunity for continuous improvement.
- The ability to form and maintain strong, positive relationships and clear professional boundaries.
- A high degree of organisation, attention to detail, and a proactive approach to their work.
- An affinity for the RMS ethos and a commitment to high standards in all aspects of care and education.
- A willingness to be involved in the wider extracurricular life of the school.
- A good sense of humour and emotional resilience.

## TERMS OF EMPLOYMENT AND BENEFITS

- **Role Type:** A Fixed Term Maternity Cover Contract (Maternity Leave Cover at the Royal Masonic School is a six month fixed term contract continuing on a rolling monthly basis until the person returns)
- **Hours of Work:** 8.00am - 2.00pm, Monday, Wednesday and Friday with a 30 minute unpaid break. 16.5 hours per week. 48.7 weeks per annum.
- **Annual Leave:** 18 days bookable leave per full academic year. Please note that February, May and October half term are non-working weeks as the school is closed. These days are not coming out of the holiday allowance.

- **Salary:** Actual salary ranging from £10,172.94 to £11,297.91 (Annual full time equivalent £24,661 to £27,388) with the starting point determined by qualifications and depth of relevant experience.

#### **Additional Benefits:**

- Support Staff Pension Scheme with a salary sacrifice option.
- Free lunches when the school's catering facilities are open.
- Access to an Employee Assistance Programme.
- Access to the School's fitness facilities.
- Extensive wellbeing programme.

#### **DISCLOSURE AND BARRING SERVICE**

RMS is dedicated to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an **Enhanced Disclosure and Barring Service (DBS) check** before an offer of employment can be confirmed.

The interview process will specifically explore motivation to work with young people, emotional resilience, and the ability to maintain professional boundaries.

#### **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

#### **REVISION OF JOB DESCRIPTION**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.