Trainee Early Years Specialist Recruitment Pack

Job Title: Trainee Early Years Specialist

Hours of Work: 32 hours per week Monday to Thursday between 7:50am - 6:00pm.

Some evening and occasional weekend work may be required to attend meetings and training events.

Responsible To: Room Leader / Senior Room Leader and Mentor

Location: Easton Community Children's Centre, BS5 9JF

Salary: £28,004.56 FTE (£23,897.22 for 32 hours per week)

Contract: 24 month contract (inclusive of and in completion of a 4 month probationary period)

Apprenticeship Agreement
This agreement is for a fixed term of 24 months (or until the end of your course, whichever is sooner). We fully expect to offer you a permanent qualified early years position on the successful completion of your level 3 qualification.

Start date: ASAP from November 2026, with flexibility for the right candidate

Other key benefits of working at ECCC

- Generous Annual Leave: Over 7 weeks off each year, including a guaranteed 2-week break in December.
- Fair Pay: We're a certified Living Wage Employer, with annual pay reviews.
- Generous Benefits: Enhanced pension scheme (5% employer contribution, 3% employee), anniversary pay bonus, enhanced sick and maternity pay, and employee discounts.
- Family Discount: A 30% discount for your own children at ECCC.
- Wellbeing First: Access to a health cash plan and an Employee Assistance Programme.
- Delicious Perks: Free meals and snacks prepared by our in-house chef.
- Diverse & Inclusive: Work in a culturally rich setting where your unique perspective is valued.
- Community Impact: Be part of a charity that adapts quickly to meet the needs of children, families, and staff.

- Career Growth: Ongoing professional development, training, and clear progression opportunities.
- Supportive Environment: flu jab, on-site parking, and time off in lieu for meetings and training.

Introduction

Thank you for your interest in joining ECCC. We are delighted that you are considering becoming part of our team.

At ECCC, we believe every child deserves to feel valued, respected and understood. Our aim is to create a community where children and families experience a sense of belonging, not just fitting in.

We are looking for a passionate, nurturing and enthusiastic individual who wants to make a difference to the lives of young children, while developing their own knowledge, skills and career in Early Years education.

This recruitment pack will help you understand the role, what we are looking for and what you can expect from us as an employer.

Responsibilities & Duties

The role is varied and rewarding. You will work closely with your Room Leader and colleagues to ensure children receive the very best care, support and learning experiences.

Practice, Curriculum and Child Development

- To build respectful and warm relationships with children, using our positive behaviour strategy.
- To meet the needs of each individual child, using knowledge from team meetings and following SEN profiles and IEPs, where necessary. Undertake small group interventions and 1:1 support where needed.
- Encourage learning and independence for self-care and managing risk.
- With the team, develop and maintain a child-centred environment, reviewing room layout and materials, to keep the room safe, stimulating and attractive. Take on responsibility for at least one 'area' of the room.
- Provide additional empathy, compassion and care during times of transition for children, particularly when settling or in September.
- To take on key person responsibilities for designated children, completing their observations and assessments in collaboration with their families.
- With support from your Room Leader, take responsibility for an area of learning and provide opportunities for this in the classroom.

Team Working

- Ensure the smooth running of the room, by completing responsibilities assigned to you and communicating effectively with the other team members.
- Support all staff, especially casual bank staff, agency, volunteers and students to understand their responsibilities whilst working with the children.
- Model exemplary performance, values, and professional conduct at all times and adhere to the setting's code of conduct.

Safeguarding and Welfare

- To maintain a 'global eye', being responsible for all children in your care.
- Ensure the health, safety, and wellbeing of all children in the room at all times, adhering to safeguarding policies, procedures and risk assessments.
- Ensure safeguarding concerns, of any nature, are passed on swiftly and appropriately.
- To maintain records using the Famly App, for logging sleep, mealtimes, toileting etc.
- Maintain confidentiality regarding children, families and staff at all times.

Equalities and Community

- Promote equity of opportunity and actively promote an inclusive culture for all children, families, and staff, in which they feel that they belong.
- Ensure equity, diversity, inclusion and community are at the forefront of practice. That the 'Mirrors and Windows' framework supports positive exploration of the experiences and lives of others.
- Promote anti-racism, enact change to make a difference for future generations on the impact of institutional, systemic and personal racism.
- Ensure positive impact on the outcomes and experiences of children who are at a disadvantage, those with SEND, those who are known (or previously known) to children's social care, and those who may face other barriers to their learning and/or well-being. These children achieve and thrive.
- Build strong, respectful partnerships with families, ensuring effective communication and involvement in their children's learning journeys.

Training and Accountability

- To follow your Trainee Action Plan, with the aim of developing competence in all aspects of the Early Years Specialist role by the end of your traineeship.
- To be willing and positive about accepting guidance and instruction from your line manager and other qualified and senior staff.
- To be responsible for your own learning, and to actively seek support and guidance if needed in order to meet agreed targets and/or fulfil the requirements of the post.
- To attend regular sessions with the assessor and to submit the information required for assessment.
- To communicate regularly with your mentor and line manager about your progress on the course.

General Duties

- Uphold the Centre's values, policies, and procedures at all times.
- Commit to ongoing professional development and reflective practice.
- Represent the Centre at external meetings, events, and networks as appropriate.
- Undertake other tasks and responsibilities as may be required by Leadership to support the effective running of the Centre.

Your Level 3 qualification – learning and development

One of the key elements of this role is your commitment to achieving a full and relevant Level 3 qualification in Early Years.

We recognise that learning and developing as an Early Years professional takes time, commitment and support. We want to provide you with the opportunity to build your skills and confidence while gaining a recognised qualification.

What support will you receive?

ECCC will provide:

- A dedicated mentor to support your development throughout your traineeship.
- An agreed training and development plan.
- Regular supervision and opportunities to discuss your progress.
- Some designated off-the-job study time.
- Support and guidance from experienced and qualified colleagues.
- Opportunities to put your learning into practice within the classroom.

What will we expect from you?

Achieving your qualification will require commitment and personal responsibility.

You will be expected to:

- Take ownership of your learning and professional development.
- Follow your Trainee Action Plan and work towards agreed targets.
- Attend scheduled sessions with your external assessor.
- Complete and submit coursework, evidence and assessments within the required deadlines.
- Manage your study workload alongside your working responsibilities – this means your studying happens in your own time outside of working hours.
- Communicate regularly with your mentor and line manager about your progress.
- Ask for support and guidance whenever you need it.
- Be receptive to feedback and actively use it to improve your practice.

An important commitment

By accepting this position, you are agreeing to remain in post until your Level 3 qualification is completed.

We are investing in your development, and in return we ask that you are committed to seeing your training through to completion.

Who are we looking for?

We are looking for someone who genuinely enjoys working with young children and wants to make a positive difference to their lives.

You do not need to know everything already. We are looking for the right attitude, values and commitment to learning.

Experience

- Childcare experience with children under the age of five.
- Experience of managing deadlines.
- Experience of working effectively with a team.

Key skills and attributes

- Ability to motivate and inspire children.
- Organisational and time management skills to effectively manage workload
- High level of written, technological and verbal communication skills
- A proactive, creative and resilient approach to leading Early Years practice.
- Commitment to continuous professional development and reflective practice.
- Resilient, adaptable, and able to work effectively under pressure.

Values and Approach

- A desire to further understand child development and Early Years practices.
- Passionate advocate for children's rights, wellbeing, and learning. Building a positive working environment that holds children at the heart of all decisions.
- Commitment to equity, diversity, and inclusion throughout all practice; including trauma-informed approaches and actively challenging discrimination.
- Prioritising our vision to create "a sense of belonging, not just fitting in."
- Collaborative, solution-focused, and reflective in practice.
- Upholds the highest standards of integrity, professionalism, and confidentiality.

Before you apply - important things to consider

We want all applicants to have a clear understanding of the commitment involved before applying.

Please consider the following:

- The qualification: Are you prepared to work towards a full and relevant Level 3 Early Years qualification?
- Time commitment: Can you manage coursework, assessments and deadlines alongside your working hours?
- Long-term commitment: Are you willing to remain in the role until your qualification is completed and beyond?
- Teamwork: Are you comfortable working collaboratively and taking direction from experienced colleagues?
- Responsibility: Are you ready to take an active role in safeguarding, children's learning and daily classroom routines?
- Our values: Do you share our commitment to inclusion, equality, anti-racism and creating a sense of belonging?

If your answer is yes, we would love to hear from you!

How to apply

Please apply using the application form here (click file, then download) Please email the completed form to recruitment@eastonccc.org.uk as either a .docx or PDF file.

Closing date: 8am Monday 16 November 2026

We expect interviews to be on Monday & Tuesday 23/24 November 2026.

We are interested in hearing about your experience, your approach to working with children and what motivates you to pursue a career in Early Years.

When completing your application, please consider providing examples of:

- Any relevant experience working with children under five.
- How you build positive relationships with children.
- How you work effectively as part of a team.
- How you respond to challenges or manage competing responsibilities.
- Why equality, diversity and inclusion are important to you.
- Why you would like to develop your career and achieve a Level 3 qualification.

We want to understand not just what experience you have, but the kind of Early Years practitioner you aspire to become. If this sounds like you then please fill out our application form attached.

Please remember that the successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance. Please be as clear as possible how you meet the criteria.

Please let us know if you have any access requirements so we can make appropriate adjustments for you to attend an interview. We will pay reasonable travel expenses for attending an interview in person.

The interview process may involve a short task to assess skills relevant to this role. We'll share most of the interview questions with you in advance – it's not supposed to be a stressful test of improvisation!

Safeguarding

Easton Community Children's Centre is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All roles within the organisation carry responsibility for ensuring safe practice and adherence to safeguarding policies. This role will be subject to an enhanced DBS check.

Equality, Diversity and Inclusion

We welcome applications from underrepresented groups and those who reflect the diversity of our community. We are committed to being an inclusive organisation where everyone is treated fairly and with respect. All staff are expected to uphold and model this commitment.