



## **SUPPLY PRE-SCHOOL ASSISTANT**

### **Job Description**

**Responsible to:** Pre-School Manager

**Main purpose of job:**

1. To work as part of the Pre-School team under the direction of the Pre-School Manager to provide safe, high quality care and education for young children.

**Main Responsibilities:**

1. To care for and educate the children, offering an appropriate level of support and stimulation to meet each individual child's needs.
2. To promote equality and recognise and respect diversity.
3. To advise the Pre-school Manager of any concerns over children or parents, preserving confidentiality at all times.
4. There is an expectation that all staff demonstrate responsibility for Safeguarding the children and any concerns are reported to the Manager without delay.
5. To inform the daily and weekly planning sheets with observations and planned activities.
6. To help set up pre-school for the daily activities and to help tidy away with specific responsibility for an area.
7. To ensure, along with other staff, that the environment and resources are clean, safe and well maintained.
8. To follow Pre-School policies and procedures as agreed by the committee.
9. To attend training sessions, courses and ensure that first aid training is current.
10. To keep completely confidential all information regarding the children, their families, or other staff which is learned as part of the job.
11. To undertake additional duties and responsibilities as and when required.

**General responsibilities:**

1. Take appropriate responsibility for one's own health, safety and welfare and the health and safety of children and colleagues in accordance with the requirements of legislation and locally adopted policies: including taking responsibility for raising concerns with the Manager.
2. To wear appropriate clothing including closed in footwear and stud/sleeper style earrings if ears are pierced.
3. To wear a Pre-School identity badge.
4. To report absence before 8.30am
5. To undertake training necessary for the post eg Safeguarding Children, Paediatric First Aid, EYFS.

This job description may be amended at any time after discussion with you but will in any case be reviewed regularly.