



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.
2. To work as a Key Person.

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 act as a key person to a group of children, liaising with parents/carers in parental partnership, and ensuring each child's needs are recognised and met.
4. To observe and maintain Learning Journeys and Records of Achievement for key children, and to feedback to parents and carers at Parent's Evening three times a year (as a minimum), to discuss Progress Check at Age 2 and their child's continuing development. To advise the Pre-school Supervisor or Manager of any concerns over children or parents, preserving confidentiality at all times.
5. To plan 'Next Steps' for Key Children, and track their progress and development.
6. There is an expectation that all staff demonstrate responsibility for Safeguarding the children and any concerns are reported to the Manager without delay.
7. To inform the daily and weekly planning sheets with observations and planned activities.
8. To help set up pre-school for the daily activities and to help tidy away with specific responsibility for an area.
9. To ensure, along with other staff, that the environment and resources are clean, safe and well maintained.
10. To attend staff meetings and keep up to date by reading relevant material.
11. To assist with the planning of the curriculum, and manage particular projects as agreed with the Supervisor.
12. To follow Pre-School policies and procedures as agreed by the committee.
13. To attend training sessions, courses and ensure that first aid training is current.

14. To keep completely confidential all information regarding the children, their families, or other staff which is learned as part of the job.
15. To assume responsibility for an area of learning as agreed with the Supervisor.
16. To undertake additional duties and responsibilities as and when required.
17. To manage particular projects as agreed with the Supervisor.

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.

This post requires both a DBS check and satisfactory references prior to commencement of employment.

Person Specification

	Essential	Desirable
Knowledge and Skills	<p>Relevant Level 3 qualification</p> <p>Working knowledge, understanding and experience of the Early Years Foundation Stage.</p> <p>Effective communication skills.</p> <p>Good standard of literacy and numeracy.</p> <p>Ability to communicate positively and effectively with children, parents/carers and staff.</p> <p>Ability to contribute to a happy, safe, clean and supportive environment.</p>	<p>A sound knowledge and experience of working with children aged 2 – 4</p> <p>Paediatric First Aid training</p> <p>Level 2 Food Hygiene Certificate</p>
	Essential	Desirable
Personal Qualities	<p>A desire to work with children.</p> <p>Enthusiasm</p> <p>Effective interpersonal skills.</p> <p>Friendly and outgoing nature.</p> <p>Well organised work habits.</p> <p>Hardworking.</p> <p>Energetic and active.</p> <p>Sense of humour.</p> <p>Ability to be flexible.</p> <p>Reliable and Trustworthy</p>	<p>A passion for Early Years</p>