

Job description: Pre-school Assistant

Job title: Pre-school Assistant
Responsible to: Pre-school Manager
Responsible for: None

Gaddesby School Community
Ashby Road
Gaddesby
LE7 4WF

Purpose of the role: To work as a key person and as part of the pre-school team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

Main duties

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To provide continuous provision in all areas of learning by setting up the playroom(s) for the daily programme and to help pack away at the end of the session.
3. To initiate small group activities supporting the needs of the individual child.
4. To take on the role of key person to a small group of children, compiling an accurate account of a child's development liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
5. Work in partnership with parents/carers and other family members.
6. To advise the Pre-school Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
7. To teach children, offering an appropriate level of support and stimulating play experiences.
8. To ensure that children are kept safe and that you understand when to follow child protection procedures.
9. To support meal times within the setting.
10. To actively participate at team meetings, supervisor meetings and appraisal meetings.
11. To attend training courses as required and to take responsibility for personal development.
12. To adhere to GSC confidentiality policy.
13. To 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.
14. To ensure that adequate records are kept and updated regularly.
15. To promote the nursery to current parents and potential customers.
16. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting's business plan/objectives.
17. To be aware that risk assessment is everyone's business and to record and advise manager of concerns

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the manager.

Person specification - Pre-school Assistant

Essential criteria

1. Hold a relevant childcare qualification (DfE approved)
2. Fun-loving lively and creative
3. Willingness to learn and take responsibility for continued professional development.
4. Previous experience of working with young children.
5. Sound knowledge of child development for children from birth to five years.
6. Knowledge of the Early Years Foundation Stage (EYFS) and Development Matters.
7. Knowledge of child protection procedures.
8. Good interpersonal and communication skills (orally and written)
9. An understanding of play-based approaches to children's learning and development.
10. Commitment to equal opportunities and anti-discriminatory practice, ensuring each child is included and supported.
11. Commitment to working effectively with young children and families.
12. Friendly and flexible approach at work which facilitates the development of effective relationships.
13. Confident in their role able to understand, support and give encouragement.
14. Excellent team-player

Desirable criteria

1. Level 3 early year's education and childcare qualification or equivalent, and a commitment to further training.
2. Willingness to undertake further training.
3. Full knowledge of safeguarding
4. Current Paediatric First Aid qualification.

Terms and conditions

Hours: per week

Salary range: (to be discussed at interview)

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.