



### **Job Description: Preschool Assistant**

Job title:	Pre-school Assistant
Responsible to:	Pre-school Supervisor
Responsible for:	Helping Pre-school Supervisor and Pre-school staff with attending children
Purpose of the job:	To help provide safe, high quality education and care for pre-school children. To help the Pre-school Supervisor to fulfil legal and statutory requirements and to contribute to/implement pre-school policies. To work as part of the pre-school team under the direction of the Supervisor. To work with the parent Committee to help run a successful pre-school in a fun and safe environment.

#### **Main duties**

1. To provide a high quality of education and learning and offer appropriate stimulation and support to children attending the setting.
2. To ensure that the welfare and safety of children is promoted with the setting and that any child protection concerns are always appropriately acted upon immediately.
3. To help ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident book etc.
4. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
5. As a staff member, allow parents the opportunity to meet with their child's key person (e.g. parent evenings).
6. To help ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.
7. To work as a team to help implement any recommendations made following regulatory inspections.
8. To contribute to and to help implement all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
9. To help ensure that children attending the setting receive a balanced and healthy diet at snack time.

10. To attend any conferences, training events or meetings as identified by the committee and to keep up-to-date with current good practice. Training will be provided where appropriate and any extra training will be considered after a successful probation period has been completed.
11. To help supervisor and work as a team to ensure that accurate and up-to-date record keeping systems are kept e.g. children's records of progress and any behavioural and development reports, any safeguarding issues and health and safety issues.

**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 Pre-school Supervisor.**

## **Person specification**

### *Desirable criteria*

1. Proven experience of working in a pre-school setting.
2. Proven experience of working in a team.
3. Ability to communicate effectively to a wide variety of people including parents, committee, Ofsted, staff and children verbally and in writing.
4. A minimum of Level 3 early years education and childcare qualification or equivalent.
5. Sound understanding of child development and of children's needs.
6. To have knowledge of the pre-school curriculum, taking into account the SEND Code of Practice, child protection procedures and equal opportunities' considerations.
7. Knowledge of current legislation relevant to the early years.
8. Ability to work with parents and families to encourage their involvement.
9. Ability to supervise children effectively.
10. Commitment to equal opportunities and an understanding of equality and diversity issues.

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