

Job description: Pre-school Assistant

The Windmill Preschool, Bolford Street Hall, Bolford Street, Thaxted, CM6 2PY

Job title:	Pre-school Assistant
Responsible to:	Pre-school Manager
Purpose of the job:	To work 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.
Hours:	To be agreed. Term time only.
Salary range:	Dependant on qualifications and experience.

Main duties

1. To help to set up the playrooms and outdoor area for the daily programme and to help tidy away at the end of the session.
2. To work in partnership with parents/carers and other family members.
3. Working creatively with children within the EY framework, as instructed by pre-school leader.
4. Interaction with children to provide range of stimulating activities to promote all areas of learning
5. Ensuring all children have equal access to opportunities to learn and develop
6. Working with range of people including school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements
7. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
8. Significant elements of inside and outside work, including leading outdoor learning.
9. Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential .
10. Working with the pre-school leader to establish an appropriate safe and secure learning environment.
11. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
12. To support and participate in meal times within the setting (snack and lunch).
13. To actively participate at team meetings, supervisor meetings and appraisal meetings. To attend the AGM.
14. To attend training courses as required and to take responsibility for your development.
15. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
16. To be aware of and adhere to all the setting's operational policies and procedures.
17. To ensure that adequate records are kept and updated regularly.
18. To promote the nursery to current parents and potential customers.

19. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting's business plan/objectives.
20. To liaise with the SENCO as needed.

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 Manager.

Person specification

Essential criteria

1. Willingness to learn and undertake further training.
2. GCSE English and maths grade C or above.
3. A commitment to obtaining an early years education and childcare qualification or equivalent.
4. Good communication skills.
5. Good IT skills.
6. Commitment to equal opportunities.
7. Commitment to working effectively with young children and families.
8. Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. An early years education and childcare qualification.
2. Paediatric First Aid at Work qualification.
3. Previous experience of working with young children.
4. Sound knowledge of child development for children from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of child protection procedures.
7. An understanding of play-based approaches to children's learning and development.

This post requires a CRB check as there may be periods of unsupervised access to children. An Enhanced CRB and satisfactory references would be obtained prior to commencement of employment.

This post is exempt from the Rehabilitation of Offenders Act (1974) Applicants must be prepared to disclose any convictions they may have, or members of family living within the same house, and any orders which have been made against them.