**Leahurst Road Pre-school**

**Registered Charity No: 1172643**

**Job Description - *Pre-school Assistant***

Job title: Pre-school Assistant

Responsible to: Pre-school Manager and Deputy Manager

Responsible for: Not responsible for any reporting staff but job responsibilities are  
outlined below.

Purpose of the job: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.

#### Terms and conditions

#### Hours: To be agreed. Term time only. (38 weeks a year).

#### Salary Range: £7.83 per hour

**NB: An enhanced DBS check is required for this role.** **This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

**Main duties & responsibilities:**

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session using appropriate methods for lifting and carrying equipment in line with ‘The Manual Handling Operations Regulations (1992) and ‘Health and Safety at Work Act (1974).
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
4. Work in partnership with parents/carers and other family members.
5. To advise the Pre-school Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To teach children, offering an appropriate level of support and stimulating play experiences.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To support meal times within the setting.
9. To actively participate at team meetings, manager meetings and appraisal meetings.
10. To attend training courses as required and to take responsibility for your development.
11. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
12. To be aware of and adhere to all the setting’s operational policies and procedures, e.g. safeguarding, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
13. To ensure that adequate records are kept and updated regularly.
14. To promote the nursery to current parents and potential customers.
15. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with Leahurst Road Pre-school objectives.

**Person specification**

*Required criteria*

1. Willingness to learn.
2. Ideally have Level 2 early years education and childcare qualification or equivalent, and a commitment to obtaining a level 3 qualification, however we would consider a less experienced candidate with a commitment to training.
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. Good communication skills.
8. An understanding of play-based approaches to children’s learning and development.
9. Commitment to equal opportunities.
10. Commitment to working effectively with young children and families.
11. Friendly and flexible approach at work which facilitates the development of effective relationships.

*Desirable criteria*

1. Level 3 early years education and childcare qualification or equivalent.
2. Willingness to undertake further training, including compulsory safeguarding training.
3. Current Paediatric First Aid qualification.