**Pre school assistant Job Description**

**Reporting relationships:** reporting directly to the Pre-school Manager

**Purpose of the job:**

* To ensure the safety and well-being of the children.
* To provide a stimulating and varied programme of play and learning opportunities.
* To assist the supervisor in the day to day running of the pre-school.
* To undertake a key worker role with specific children.

**Main duties and tasks:**

* To assist in the setting up and clearing away of all activities and equipment.
* To ensure high standards of hygiene and safety are maintained at all times.
* To ensure that any information received concerning the children is kept confidential at all times.
* To actively encourage children’s progress in all areas of development, types and stages of play, by interaction and extension of play activities.
* To be responsible for keeping the individual record file for each of the children in the key worker group.
* To be involved in curriculum planning, policy writing and record keeping as requested and led by the supervisor.
* To attend staff meetings as requested.
* To attend training as requested.
* To support the work and beliefs of the pre-school by helping to create an environment that promotes open and equal opportunities for children and adults.
* To work as part of a team and support colleagues.
* To encourage the participation and involvement of all parents of children attending the pre-school.
* To be flexible with the working practices of the pre-school.
* To be prepared to help when other areas of the pre-school may be short staffed, or with domestic duties or other duties as specified by the pre-school manager.