



# Pre-school Assistant

## Job Description & Person Specification

### KEY OBJECTIVES:

To work as a proactive member of the Team, showing initiative and creativity and develop an environment which encourages the children's all round development and where high standards of care are provided. To be a role model to those around you and show best practice at all times.

**RESPONSIBLE TO:** Playgroup Manager/Deputy Manager

### RESPONSIBILITIES:

- Work with specific Key Children, allocated by the Manager and Deputy Manager as well as with all other children in the setting.
- Participate in the playgroup planning, ensuring that the individual needs of each key child are maintained
- Ensure that every key child's Tapestry information is up to date and accurate
- Carry out risk assessments, and ensure these are filled out correctly
- Liaise with parents/carers as appropriate
- Uphold the playgroups confidentiality policy
- Understand and fully implement the playgroup policies and procedures
- Participate in professional development and training
- Share good childcare practice with colleagues, display exemplary behaviour and act as a role model to other staff
- Promote high quality care and activities for children which recognize both individual and group requirements in a secure, safe and stimulating environment
- Work in partnership with parents and carers, recognising that parents are their children's first educators
- Be aware of Safeguarding issues and follow the playgroups Safeguarding procedures
- To attend staff meetings when required and contribute to discussions.
- Uphold and carry out the duties of the post with due regard to the playgroup's Equality and Diversity policy
- Daily issues relating to the running of the playgroup must also be passed on to the manager
- Demonstrate a thorough understanding of the EYFS.
- Participate in cleaning at the setting, as and when necessary.
- Be involved in the personal care of all children – including toileting/nappy changing where necessary.
- Any other task that could be reasonably expected of a pre-school assistant

Your duties will be as set out in the above job description but please note that the manager or Trustees reserves the right to update your job description, to reflect changes in, or to, your job.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.



## PERSON SPECIFICATION:

Qualities	Essential	Desirable
NNEB, NVQ 3, or other appropriate qualification or an agreement that the qualification will be achieved, within the 12 months after starting the role.	✓	
Level C or above in GCSE English (or equivalent)	✓	
Minimum of 2 years working in a childcare setting	✓	
Previous experience of working with children 2 – 5 yrs old	✓	
Previous experience within a playgroup or similar	✓	
Knowledge of Health and Safety issues	✓	
Good communication skills	✓	
Ability to work reliably as a team member, alongside parents and with colleagues.	✓	
First aid Certificate.	✓	
Knowledge and experience of Tapestry in a setting		✓

## KNOWLEDGE

- Excellent understanding of the needs of young children
- Thorough knowledge of the Early Years Foundation Stage
- Safeguarding children issues and procedures
- Equalities issues and implementation and development of equal opportunity practices
- Ofsted expectations and the inspection process
- Ability to support trainees with their induction and qualifications

## SKILLS & ABILITIES

- Ability to observe and assess children's development
- Have a warm and positive approach to children
- Record keeping and report
- Ability to develop good working relationships with parents and other service providers
- Ability to co-operate and adhere to health and safety policy, practices and instructions
- Flexibility including the ability to cope with changing needs



### **PERSONNEL:**

- Attend any training sessions as required.
- Participate in self development activities, including appraisals etc.
- Develop positive relationships with other staff working in the playgroup.

### **HEALTH AND SAFETY:**

- Undertake a shared responsibility for health and safety and cleanliness throughout the playgroup
- Ensure the general cleanliness of the children at all times
- Understand all emergency and security procedures e.g. Fire procedure, routines for dropping off and collecting children.

### **GENERAL:**

- Adhere to all company policies and procedures including attendance at meetings, preparation of reports and any other duties as required.
- Ensure that the companies' Equal opportunities policy is adhered to at all times.