**JOB DESCRIPTION**

**PRESCHOOL ASSISTANT**

Pre-School @ Stamfordham Primary School

**Purpose of Post**

1 To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Setting;

2 To give support to other personnel within the Setting;

3 To implement the daily routine.

**Key Areas**

* Work with Children, including observation and assessment;
* Team Work;
* Liaise with Parents/carers.

**Responsible to**

Preschool Leader

**Working pattern**

Varied – but between 7.45am and 5.30pm.

**Pay**

£9.20 p/h

**Duties and Responsibilities**

1 To help plan and contribute to a programme of activities suitable to the age range of children in conjunction with other staff;

2 To keep a proper record of achievement file on an online system for key children;

3 Work alongside parents/carers of special needs children to provide full integration in the Setting;

4 Support all staff and engage in a good staff team;

5 Uphold standards within the Setting by adhering to all policies and procedures;

6 Strive to safeguard children by working to the organisation’s safeguarding Code of Conduct;

7 Liaise with and support parents/carers and other family members;

8 To attend ALL out of working hours activities, e.g. training, staff meetings, parents/carers evenings etc;

9 To be flexible within working practices of Setting. Be prepared to help where needed, including to undertake certain domestic and personal care jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment, changing nappies etc;

10 Work alongside the Pre-School Leader and staff team to ensure that the philosophy behind the setting is fulfilled;

11 Look upon the Setting as a "whole", know where your help will be best utilised. Be constantly aware of the needs of children;

12 To respect the confidentiality of information received;

13 To develop your role within the team especially with regard as a key worker;

14 Specific Child Care Tasks:

* The preparation and completion of activities to suit the child's stage of development;
* To ensure that mealtimes are a time of pleasant social sharing;
* Washing and changing children as required;
* Providing comfort and warmth to an ill child;

15 To ensure a high quality, stimulating environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;

16 To be aware of the high profile of the Setting and to uphold its standards at all times.

17 To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

**Stampers Pre-School Assistant - Person Specification:**

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| **Essential** | **Desirable** |
| **Skills, aptitude, knowledge and experience*** Enthusiasm for working with young children
* An interest in the care, learning and development of young children
* A commitment to the provision of high quality childcare
* A positive approach to learning and gaining new skills through teamwork and training opportunities
* Previous experience of caring for, or working with children in a voluntary or paid capacity
* Understanding of the Early Years Foundation Stage
* Willingness and enthusiasm to work outside in all weathers
 | * IT skills
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| **Personal qualities*** Good organisational, record keeping and planning skills
* Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent’s Evening
* Punctuality
* Excellent communication skills, with children, colleagues, advisors and parents/carers.
* Patience
* Reliability and trustworthiness
* A positive approach to inclusive practice, with children and colleagues
* Able to work in small teams
* Able to think and take initiative
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| **Qualifications*** Completion of a **recognised** Level 3 Childcare qualification, that is full and relevant to Early Years (check DFE Early Years Qualification Finder online) e.g. Level 3 Certificate for the Children & Young People’s Workforce or Children’s Care, Learning and Development
* A positive approach to completing relevant short courses and qualifications
* Some understanding of the importance of Health & Safety and Food Hygiene in the workplace
 | * Completion of Safeguarding Awareness course
* Health & Safety training
* Food hygiene training
* First Aid certificate, including paediatric first aid
* Completion of other relevant courses
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This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.